

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

EXECUTIVE MEETING

Hybrid Meeting Virtual/Meeting Room A, County Hall, Cross Street, Beverley, HU17 9BA

Thursday 7 March 2024 09:30am

AGENDA

1. Apologies for absence
2. Declaration of Personal or Prejudicial Interests – Members to declare any interests in items on the Agenda and the nature of such interests
3. To take the notes of the meeting held on 1 November 2023 as a correct record (*Pages 1-4*)

Items for Decision

4. NEIFCA Annual Plan 2024/2025 (*Pages 5-18*)
5. Budget Report 2023/2024 (*Pages 19-22*)
6. Revenue Budget 2024/2025 (*Pages 23-30*)
7. Risk Management Strategy & Strategic and Operational Risk Register Reviews (*Pages 31-50*)
8. NEIFCA Health & Safety Policy & Safe Working Practices 2024/2025 (*Pages 51-110*)

Items for Discussion

9. NEIFCA Byelaws Update (*Pages 111-114*)
10. Chief Officer's Operational Update (*Pages 115-118*)

Any other items which the Chairman decides are urgent by reason of special circumstances which must be specified

11. Provision of Services to NEIFCA (*Pages 119-120*)

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

MEETING OF THE EXECUTIVE COMMITTEE

01 NOVEMBER 2023

Present

Prof Mike Elliott
Mr Graham Collins
Mr Andrew Wheeler
Mr Gary Redshaw
Councillor David Chance
Councillor Stephen Harness

Representing

Chairman
MMO appointee
MMO appointee
MMO appointee
North Yorkshire Council
North East Lincolnshire Council

Darren Stevens, East Riding of Yorkshire Council, Stephen Chandler East Riding of Yorkshire Council, David McCandless, Chief Officer, also attended the meeting.

The meeting took place in County Hall, Beverley, the meeting commenced at 11am.

65.	APOLOGIES
	No apologies for absence were received
66.	DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS
	Resolved – The Chair asked Members to declare any personal or prejudicial interests with respect to items on the Agenda and the nature of such interests. No such interests were declared.
67.	TO TAKE NOTES OF THE MEETING HELD ON 30 MARCH 2023 AS A CORRECT RECORD
	Resolved – That the minutes of the meeting held on 30 March 2023 be approved as a correct record and signed by the Chairman.
68.	BUDGET MONITORING 2023/2024
	The Treasurer presented a report to advise Members of the budget position at the end of month 03 (June) 2023/2024. At the end of June 2023, the Authority has net expenditure of £337,736 against an expected £349,524 underspending by £11,788. The forecast outturn underspend is £53,751, mainly due underspends on employees relating to vacancies. Members were informed that recruitment to two full time offshore vacancies had been placed on hold until the position on the patrol vessel replacement and sale of existing vessel is clearer. The Chief Officer also advised members that some issues relating to the re-installed engines onboard NEG III were presently under investigation. The forecast also included provision for payment of the 2023-24 Local Government Employers original pay offer of a flat rate of £1,925.
	Resolved – a) That the budget monitoring position is noted.

69.	STRATEGIC AND OPERATIONAL RISK REGISTER REVIEW
	The Chief Officer presented a report to inform members that in accordance with the Authority's Risk Management Strategy, a six monthly review of the Strategic and Operational Risk Registers had been undertaken and reported for information.
	Resolved – That the revised Strategic and Operational Risk Register be reviewed in six months' time.
70.	NEIFCA ANNUAL AUDIT 2022/2023
	The Chief Officer presented a report to inform members of the findings of the annual audit report. The Audit Plan is designed to provide the Authority with assurance on key financial controls for the operation of NEIFCA. The overall assurance opinion was substantial. A sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited. One of the findings recommended the completion of an annual review of Standing Orders and Financial Regulations as a standing item to the March Executive Committee meeting each year.
	Resolved – (a) Members noted the report. (b) An annual review of Standing Orders and Financial Regulations be added as a standing item to the March Executive Committee.
71.	CHIEF OFFICERS OPERATIONAL UPDATE
	The Chief Officer presented a report to provide an operational update covering the period March 2023 to August 2023 which included an update on the Tees & North Yorkshire shellfish mortalities. On 17 July 2023 NEIFCA published its second appraisal of shellfish landing trends at key ports surrounding the Tees and North Yorkshire. This second report covered a much larger dataset, collated over a longer time frame than the first report published during September 2022. The report also included an update on the replacement patrol vessel following approval from the full Authority at a meeting held on the 30 June 2023 to enter a lease agreement to facilitate the purchase of the vessel with East Riding of Yorkshire Council. The report included priority workstreams for the next six months which included finalising the design of the new vessel build, making provisional plans for the sale of North Eastern Guardian III and collation and analysis of the submissions received during the formal byelaw consultation, Byelaw XXVIII Shellfish Permit Byelaw 2022.
	Resolved - Members noted the report
72.	NEIFCA HEALTH AND SAFETY POLICY & SAFE WORKING PRACTICES 2023/2024
	The Chief Officer presented a report to inform members of the completion of the Annual review of the Authority's Health & Safety provisions. The Chief Officer was pleased to advise that there had been no incidents or accidents to report. The Chief also reassured members that all staff are correctly trained in all aspects of their role and will continue to monitor this on a regular basis.
	Resolved – Members noted the report.
73.	NEIFCA BYELAWS UPDATE

	<p>The Chief Officer presented a report to inform members on progress with the following byelaws which were made at a meeting of the Authority held on the 1 December 2022 and to inform members on the making of the following emergency byelaw which was supported at a special meeting of the Authority held on 30 June 2023:</p> <p>XXVIII Shellfish Permit Byelaw 2022 XXIX Humber Estuary Fishing Byelaw 2022 Emergency Beam Trawling Byelaw 2023</p> <p>XXVIII Shellfish Permit Byelaw 2022 & XXIX Humber Estuary Fishing Byelaw 2022</p> <p>Officers commenced formal consultation on both the Shellfish permit byelaw and the Humber Estuary Fishing Byelaw on the 15 August 2023 via publication on the NEIFCA website, emailed alerts to both commercial and recreational permit holders, engagement with the Angling Trust, circulation of notices at ports and landing points and publication in the Fishing News. Officers also facilitated a number of ‘dop in’ sessions at key ports including Hornsea, Bridlington, Scarborough, Whitby, Redcar and Hartlepool to facilitate further ‘face to face’ engagement with those affected by the byelaw proposal. Formal consultation was extended until Friday 27th October 2023 and officers are now in the process of collating all the feedback received during the consultation process.</p> <p>Emergency Beam Trawling Byelaw</p> <p>At the special Authority meeting held on 30 June 2023 members received a detailed verbal report from the Chief Officer relating to an emergent beam trawl fishery targeting king scallops. At the time, only the act of dredging for King scallop could be effectively managed under existing byelaw provisions via a restricted permitting scheme. Although a permit is required to trawl, providing operators met basic vessel size criteria, no restrictions could be implemented in terms of the number of permits issued. Since January 2023 the number of vessels fishing for king scallop by beam trawl had risen to five, with other vessels indicating interest in joining and over 57 tonnes of king scallop recorded taken by the fishery during what would normally be a closed spawning season. Given the unforeseen emergence of the fishery, alongside the potential for impacting stocks, members supported a recommendation that an emergency byelaw regulation should be immediately implemented, incorporating a dispensatory process to support further investigation into the fishery in collaboration with the affected industry. The proposed byelaw would remain in force for an initial period of twelve months pending the development of a new management framework. The byelaw and supporting documentation were published on the NEIFCA website on 18 July 2023 and the affected fishing industry was informed. Since the emergency byelaw was implemented six scientific dispensations had been issued to eligible vessel operators to support further investigation into the fishery.</p>
	Resolved - Members noted the report.
74.	ANY OTHER BUSINESS
	No items raised.
75.	EXCLUSION OF THE PUBLIC
	That the public be excluded from the meeting for consideration of the following item (Minutes 76) on the grounds that it involves the likely disclosure of exempt information defined in Paragraphs 8 and 9 of part 1 of Schedule 12A of the Local Government Act 1972.
	Resolved – that the public be excluded from the meeting for consideration of the following item (minutes 76).

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
7 March 2024

NEIFCA Annual Plan 2024/2025

Report by the Clerk & Chief Officer.

A. Purpose of Report

1. To review the Annual Plan for the year 2024/2025.
2. To authorise the drafting of an accompanying annual report, summarising the Authority's main activities and outputs during the 2023/2024 year.

B. Recommendation

1. That members endorse the content of the draft Annual Plan framework for 2024/2025 to be prepared for publication and subsequent submission to Defra.
2. That members authorise the drafting of an annual report, summarising the Authority's main activities and outputs during the 2023/2024 year for review by the Authority at the June 2024 meeting.

1. Background

- 1.1 Section 177 of the 2009 Marine and Coastal Access Act places a statutory duty on Inshore Fisheries and Conservation Authorities (IFCA's) to make and publish an annual plan which sets out the main objectives and priorities for the year ahead.
- 1.2 A draft framework covering the new 2024/2025 year is attached for members review and at the time of writing this report, work has commenced with the ERYC print and design team to develop a first draft for publishing and submission to Defra.
- 1.3 Key areas of work for the year ahead include: Managing the build and commission of the new main fisheries vessel and the sale of North Eastern Guardian III (NEG III); Supporting the confirmation and implementation of the new Shellfish Permit and Humber Estuary Fishing byelaw regulations and the development of a new byelaw to replace the provisions of the emergency beam trawl regulation which is due to expire on 17 July 2024; Expanding the commissioning and further development of the new fisheries permitting database and the continued monitoring of crab and lobster stocks across the district.
- 1.4 Alongside organisational and regional priorities the Authority will continue to provide active engagement and support to the delivery of ongoing national work streams including the development and implementation of Fisheries Management Plans and Marine Protected Area (MPA) related work.

Contact Officer

David McCandless, Chief Officer,
Ext. 3690

Forward

During December 2023 Caroline Lacey stepped down from her role as Clerk to NEIFCA. Caroline was first appointed as Deputy Clerk to NEIFCA on 10 September 2015, taking over the role of Clerk following her appointment as Chief Executive to East Riding of Yorkshire Council during 2018. As Clerk to NEIFCA Caroline supported the continuing development and modernisation of NEIFCA and played a key role in securing the decisions taken during 2023, to build and commission a new replacement fisheries vessel for NEIFCA. As Chair of NEIFCA and on behalf of all the officers, staff and members, I would like to take this opportunity to thank Caroline for all the dedication and commitment she gave to NEIFCA over the years.

Looking ahead, 2024/2025 will be an important year for NEIFCA with the progression of the new vessel build and the implementation of key fisheries management byelaws alongside supporting the further development of new national fisheries programmes.

Finally, I would like to pass on my very best wishes for 2024/2025 to all NEIFCA staff, officers and members and in particular to those that have recently been appointed into the Authority.

Professor Mike Elliott

Chair

Introduction

PLAN CONTENT

NEIFCA is now in its fourteenth operational year and this Plan has been developed through the Authority's main committee and internal working groups. The plan sets out the main performance targets and objectives for the year ahead and will be reviewed and updated annually to reflect improvements in performance brought about by achieved targets and any changes in national objectives and success criteria.

FUNCTIONS

NEIFCA is responsible for managing the exploitation of sea fisheries resources within its area of jurisdiction. This includes all animals and plants which habitually live or are cultivated in the sea. In delivering this function it is required to ensure that all exploitation and development, taking place within its District, is sustainable and socio-economic needs are balanced with marine environmental protection. NEIFCA is also required to balance the needs of all stakeholders exploiting resources within its district and further the conservation objectives of any Marine Conservation Zones (MCZs). NEIFCA's principal enforcement functions relate to minimum landing sizes, net and fishing gear regulations, restricted fishing areas, the protection of European Marine Sites (EMSs) and Marine Conservation Zones (MCZs).

NEIFCA maintains a range of resources and assets to support the effective delivery of its statutory duties, most notably, its main fisheries vessel, North Eastern Guardian III (NEG III) which plays a central role in supporting offshore enforcement and compliance work and monitoring the impact of offshore fisheries activities through the digital recording of sightings information, water column

sampling (including temperature, salinity, turbidity, dissolved oxygen), acoustical seabed assessment, underwater and remote camera assessment, grab sampling and wider fisheries stock assessment work using a range of trawls and dredges.

NEGIII is now over 16 years old and no longer provides an effective enough platform that meets current service needs. In response, during June 2023 NEIFCA, in partnership with its lead Local Authority, East Riding of Yorkshire Council, took the decision to replace NEG III with a new bespoke vessel which will be built by Parkol Marine Ltd in Whitby North Yorkshire during 2024.

The Authority can also make byelaw regulations (subject to final confirmation by the Department of Environment, Food and Rural Affairs) to address a wide range of local fisheries and marine environmental management issues. This statutory function also extends to emergency byelaw regulations which are time limited to a maximum period of eighteen months.

Environmental Responsibility

Since its inception in 2010 NEIFCA's role in marine conservation and protection has continued to develop. The 2009 Marine and Coastal Access Act provides clear duties to ensure that any exploitation of sea fisheries resources is carried out in a sustainable way and the conservation objectives of Marine Conservation Zones are furthered. There are currently two Marine Conservation Zones designated within the Authority's jurisdiction: Holderness Inshore and Runswick Bay. NEIFCA is also a statutory consultee for all marine licensing applications and consents occurring within its area of jurisdiction. These include applications relating to the discharge of effluents, marine water extraction, removal and deposition of dredged materials, harbour and coastal construction projects, scientific investigations and renewable energy projects. The Marine Management Organisation (MMO) acts as the primary consultative 'hub' for the majority of licensing applications and consents involving construction. The majority of consultations are now dealt with electronically via a national system operated by the MMO.

Key NEIFCA Officers are registered on this system and receive electronic alerts when relevant licensing consents are opened for consultation, comments are then drafted and submitted electronically on behalf of the Authority. This work is currently led by the Acting Environmental and Scientific Manager, Dr Ralf Bublitz. Any consents relating to discharge or extraction are managed by the Environment Agency and a similar electronic consultation process is in place to deal with those also. In addition, NEIFCA is also a "Relevant and Competent Authority" under the Conservation (Natural Habitats &c) Regulations 1994. This means that it, along with other partners, has a statutory duty to ensure that the conservation objectives of European Marine Sites are upheld. Currently five European Marine Sites are designated within NEIFCA's jurisdiction: Northumbria Coast, Teesmouth and Cleveland Coast, Flamborough Head, Humber Estuary and the Greater Wash site. During 2012 DEFRA commenced a project aimed at strengthening the assessment and management of fishing activities within European Marine Sites to ensure much greater compliance with Article 6 of the Habitats Directive. This revised approach was subsequently extended to include Marine Conservation Zones. All UK sites and associated fishing activities have been categorised according to their features and the level of risk presented by both current and potential fishing activities. Each site is subject to ongoing monitoring and assessment of the potential impacts arising from fishing activity. This allows tailored management to be introduced to protect and conserve sensitive environmental features such as salt marsh or sub-tidal reef habitat. Many sites have established management schemes in place that help to coordinate the work of relevant Authorities, including IFCA's, through a formal management group.

North Eastern IFCA District

map

Funding

The levy for the 2024/2025 financial year has been agreed and set by the Local Authority members at £1,535,873, an 11.5% uplift on the previous year. Although a notable increase on previous years this uplift includes additional revenue funding to cover the projected increase in costs associated with the financing and leasing of the new fisheries vessel which will take effect in 2025.

Assets

NEIFCA's largest asset is a 26m-patrol boat, the 'North Eastern Guardian III' (NEGIII) (built and delivered November 2007), capable of a top speed of 26 knots. The vessel was designed, primarily as a fast patrol craft although it is also routinely utilised to conduct limited offshore marine survey work and carries a 6.4 metre RIB capable of speeds up to 30 knots. The vessel is ageing and during July 2022 suffered a major engine failure which necessitated significant investment to repair. Following delivery of NEG III in 2007, the Authority established a renewals fund to support its replacement underpinned by a well defined vessel replacement plan. As part of that plan the Authority purchased a new 9.5m cabin rigid inflatable boat (RIB) in 2020. This new vessel came into service in July 2021.

At a NEIFCA meeting held in June 2023 members agreed to support further plans to replace NEG III and during October 2023 a contract was signed with Parkol Marine Ltd, Whitby, to build a new bespoke fisheries vessel. The build commenced during February 2024 and the vessel is expected to be launched and commissioned sometime during the Spring of 2025.

The Authority currently owns a 4x4 truck and an SUV. In addition to a transporter van, it also owns two pick-up trucks and a small caddy van. All the vehicles are used to transport and launch vessels and equipment and access coastal and estuarine areas. The Authority employs fourteen dedicated staff members with a wide variety of expertise and high levels of competency.

Staff and Structure

NEIFCA is a direct employer with an establishment currently comprising a Chief Officer (CO); Shore Operations Manager and two Inshore Fisheries and Conservation Officers (IFCOs); Environmental and Scientific Manager and two Environmental and Scientific Officers; Offshore Operations Manager and First Mate, First Engineer, IFCO Crew Engineer, IFCO Crew and Environmental and Scientific Officer and IFCO Crew; Operational Support Manager and Assistant Support Officer. The Offshore Operations Manager also acts as Deputy Chief Officer (DCO) providing management and leadership across all 'day to day' operational activity and support to the CO. The CO heads NEIFCA's operational delivery and alongside the DCO, is supported by a Senior Management Team comprising of the First Mate, First Engineer, Shore Operations Manager, Environmental & Scientific Manager and Operational Support Manager.

Service Standards

- Staff will identify themselves when dealing with you
- Respond to general correspondence within ten working days
- Respond to email correspondence within five working days (we will respond by email)
- Deal with complaints in accordance with the feedback procedure
- Be courteous and helpful
- Provide information on our services and facilities
- Consult on important issues and ask your views about our services
- Provide confidential interview facilities

- Provide an SF1 inspection record form at the end of any premise, vessel, vehicle or person inspection
- In terms of any formal prosecutions, all proceedings to have commenced within six months of the detection of the original offence

Training and Development

Following the completion of a staffing and organisational review in December 2020 a new annual appraisal process was implemented during November 2021 and is now well established. This process remains central to supporting the ongoing training, development and support needs of all NEIFCA staff. Annual appraisals are typically held between January and March supported by continuous supervision throughout the year. All training and development needs identified through the appraisal process, are incorporated into a training plan which is centrally managed within the operational support team. The Appraisal process also links to progression through NEIFCA's pay structure. Alongside annual appraisals for established staff, the training, development and support needs of newly appointed staff continue to be actively managed through NEIFCA's probation programme.

It is important that training and development activities are focused on those areas which are relevant to the workplace and that there is mutual commitment from both the employee and manager. NEIFCA views training and development in a much wider and holistic sense, including not only specific formal 'classroom' based training courses but also conferences, seminars, workshops, presentations to external groups and representing NEIFCA at relevant public events.

Core Strategies

NEIFCA's operational delivery is guided by a number of core or 'key' strategies and policies which are integral to this plan and its successful implementation. These strategies are reviewed and updated regularly. The Risk Management Policy and associated risk registers are reviewed and considered on a minimum sixth monthly basis. Other strategies, such as enforcement and compliance and research are reviewed on an annual basis. These core or key policies which inform the work of NEIFCA are summarised as follows:

ENFORCEMENT AND COMPLIANCE POLICY

The enforcement policy statement has been drafted in accordance with the Regulators' Compliance Code and the regulatory principles required under the Legislative Regulatory Reform Act 2006. It sets out the general principles and approach which NEIFCA will follow. The appropriate use of enforcement powers, including prosecution, is important both to improve compliance with the legislation and to hold those to account who cause significant harm to marine ecosystems.

RESEARCH STRATEGIES

The Authority's research work includes fisheries stock assessment programmes, environmental research and monitoring work and occasional 'ad hoc' project initiatives. This work is supported and informed by an annual research strategy and five-year strategic plan. The content of the research strategy is agreed annually by the Authority's Science Advisory Group and reviewed throughout the year. The strategy can also be updated to support the planning and delivery of national work streams as and when they arise.

RISK MANAGEMENT STRATEGY

The aim of this strategy is to manage risk and to successfully integrate risk management into existing business and management processes. Risk management is a key part of this Authority's corporate governance arrangements providing assurance to meet the requirements of the Accounts and Audit Regulations 2003 and is reviewed and adopted annually.

STRATEGIC ENVIRONMENTAL ASSESSMENT

Is a statutory process which aims to provide high level protection of the environment and to ensure integration of environmental considerations in the preparation and adoption of plans and programmes with a view to promoting sustainable development. This methodology underpins the Authority's fisheries management processes.

NEIFCA Work Programme 2024/2025

Organisational Development

A range of ongoing work is planned through 2024/2025 to develop and foster a strong organisational culture with a clearly defined vision and supporting values. This work will also focus on strengthening leadership, management and communication skill sets across the operational Senior Management Team to improve and strengthen the efficiency and effectiveness of service delivery and will be facilitated through a range of individually focused training and development initiatives and group based activities.

Performance Matrices

NEIFCA is currently working with the national Association of IFCA's and Defra to develop a set of performance matrices to better inform and publicise the extent of its work and associated outputs across the year. This work is ongoing and will cover a wide range of delivery areas from enforcement, through to fisheries and Marine Protected Area (MPA), marine licensing and consenting and national policy engagement and delivery such as the Fisheries Management Plan (FMP) programme.

Policy & Strategy Work

Throughout the scope of this plan of programmed work through 2024/2025, NEIFCA is committed to developing a number of new strategies as follows:

Incident & Response Strategy

In light of the ongoing response to the shellfish mortalities and associated challenges, NEIFCA introduced a new incident response strategy building on lessons learned and provide a guiding framework for dealing with any similar future events. Whilst there are clearly defined strategies and processes in place for managing anthropogenic events such as oil spillages there is very little guidance on managing naturally occurring events. NEIFCA is committed to periodically reviewing and developing this strategy in close collaboration with the relevant agencies. As part of this work, during 2024/2025, NEIFCA will host an externally

funded post on behalf of the national Association of IFCAs to look at the wider strategy of response to externally driven events across the ten IFCA regions.

Recreational Sea Angling Strategy

NEIFCA has always carried an ambition to strengthen its active engagement with the recreational fishing sector and given the appointment of Kevin Woodcock to the Authority it would seem timely to further that work during 2024/2025. Kevin is a key member of the Angling Trust's North East regional team. During 2022 the Authority's first recreational sea angling strategy was drafted and it is the ambition to actively build on that strategy through 2024/2025 through the further development of projects and initiatives to both strengthen working relationships and support the sector.

Aqua/Mariculture Strategy

The number of aqua/mariculture projects in the UK has increased during the last few years. Within the NEIFCA district, one company has established a business growing and harvesting seaweed at Scarborough, North Yorkshire and is now expanding into further offshore aquaculture. Further initiatives involving the culture of native oysters have also been established at sites located in Sunderland and Spurn Point on the Humber Estuary. Over the past 2 years, the NEIFCA also received a few enquiries for wild harvesting of seaweed in the intertidal areas. Currently NEIFCA does not have an overarching strategy to guide and support the management of these initiatives within its district despite carrying a statutory obligation to ensure that associated activities are managed sustainably. The continuation of the development of such a strategy is therefore planned during 2024/2025.

IT Systems and Processes

Website

A new NEIFCA website was launched during February 2022 and officers are committed to both maintaining and developing its functionality through 2024/2025.

Fisheries Database

Throughout 2021 to 2023 NEIFCA has been working in partnership with Sussex IFCA and an external IT company to develop a bespoke fisheries database. This new database is now live and supporting the management of NEIFCA's shellfish permit schemes. Work will continue through 2024/2025 to finalise the implementation of the new electronic capture of catch and effort information directly from fishermen.

Integration with National Fisheries Systems

Nationally IFCA's link into enforcement and compliance and intelligence systems which are managed by the Marine Management Organisation (MMO). Engagement is supported by formal data sharing agreements and Memoranda of Understanding (MoU). Levels of engagement vary across IFCAs particularly in relation to the input of enforcement and compliance data. Currently NEIFCA maintains its own internal recording processes alongside imputing some key data onto national systems. Active work will continue in this area during

2024/2025 both in terms of strengthening integration with the national fisheries enforcement and compliance database MCSS and supporting the commissioning of a new joint intelligence gathering system, 'Clue' with the MMO.

Byelaw Development and Review 2024/2025

Potting Flexible Byelaw

A new flexible shellfish byelaw was approved by the Science Advisory Group on 23 September 2022 and made by the Authority on the 1 December 2022. The formal consultation of this byelaw closed on the 27 October 2023 and the draft regulation has now been submitted to the MMO for Quality Assurance. This new framework will establish a permitting system with supporting conditions that can be changed in response to associated changes within the exploited stocks. These conditions will include species, catch, gear, vessel and temporal restrictions. This new byelaw framework will allow NEIFCA to manage its pot fisheries much more pro-actively, efficiently and effectively.

Provisional Timescales

MMO Quality Assurance – provisionally complete by June 2024
DEFRA Review & Confirmation - October 2024
Implementation – January 2025

Humber Estuary Fishing Byelaw

The Humber Estuary Fishing byelaw was approved by the Science Advisory Group on 23 September 2022 and made by the Authority on the 1 December 2022. The formal consultation of this byelaw closed on the 27 October 2023 and has now been submitted to the MMO for Quality Assurance. Results from the most recent surveys of the Spurn point Seagrass Area have shown that the eelgrass continues to expand beyond the borders of the current restricted area necessitating revised protection.

Provisional Timescales

MMO Quality Assurance – provisionally complete by June 2024
DEFRA Review & Confirmation – October 2024
Implementation – November 2024

Flexible Beam Trawling Byelaw

In 2023 the NEIFCA noticed an increase in Beam Trawling activity targeting King Scallop stocks outside the permitted dredging area. To minimise the risks of overexploitation, NEIFCA implemented an Emergency Byelaw on 17 July 2023 prohibiting beam trawling across the NEIFCA district. Since the prohibition of the beam trawling activity, NEIFCA has issued 5 scientific dispensations to allow a few vessels to continue their fishing activity under tightly regulated conditions and to collect further scientific evidence. The Emergency Byelaw will expire on the 17 July 2024. A new flexible Beam Trawling Byelaw is currently under development to replace the emergency regulation. NEIFCA will most likely need to apply for a further six month extension to the emergency regulation to support this work.

Provisional Timescales

Formal consultation to commence - June/July 2024

MMO Quality Assurance - August/September 2024

DEFRA Review and Confirmation - January 2025

National Work Stream Engagement

Fisheries Management Plans (FMPs)

In December 2023, DEFRA published the first 5 Fisheries Management Plans for Bass, Channel demersal non-quota species, Crab & Lobster, King Scallop and Whelk with the purpose of meeting the requirements set out in the Fisheries Act 2020. These plans set out specific objectives that address specific requirements for each of the fisheries in English Waters. For the lobster & crab and King Scallop FMP, the key goals are to improve the evidence base and to introduce short-term and medium to long-term measure to increase protection for stocks. The NEIFCA together with the NIFCA will also be part of pilot for regional fine scale management of crabs. Throughout 2024/25 the NEIFCA will be working in collaboration with the AIFCA, MMO, DEFRA and other IFCA's on the implementation process for the crab & lobster and King Scallop FMP.

NEIFCA Fisheries Assessment Plans & Programmes 2024/2025

Response to Shellfish Mortalities & 'Wash up'

Investigations into the cause of the observed shellfish mortalities in the Tees Estuary and surrounding areas South to Robin Hoods Bay have been enduring since October 2021. The NEIFCA will continue to support the recording, sampling, and coordination of responses to any future wash up events throughout 2024/25.

Fisheries Stock Assessment Work 2024/2025

Stock assessment for lobster & crabs

Collection of biometric data for lobsters and edible crabs at the quayside remains ongoing and additional offshore observer trips and surveys are planned for the 2024/25 season.

Following agreement to proceed with the build and commission of a new vessel to replace NEG III, officers have been contingency planning on the assumption that NEGIII will be sold before the end of the annual survey programme in September 2024. Currently that planning is focusing on making greater use of the fishing industry to support the continued collation of offshore stock data with a particular emphasis on observer trips to sea.

Scallop dredging fishery

The current Scallop dredging fishery in the NEIFCA district is restricted to two defined areas and three permits were issued for the 2023/2024 season (November to April). The submission of monthly catch and effort returns has remained a mandatory condition of holding a permit. Offshore

observer trips on permitted vessels started in November 2023 and will continue until the end of April 2024. Additional surveys are planned for summer 2024 season to assess stock status.

Beam trawling for Scallops

The recent emerging beam trawling fishery targeting King Scallops is managed through the current Emergency Byelaw. Better understanding of the stocks outside the permitted Scallop dredge areas is needed and the potential impacts through this new activity is unknown. The collection of further data on the King Scallop stocks and fisheries are planned for the 2024/25 season. Additional surveys on habitat impacts on the seabed using beam trawls, modified beam trawls and dredges are planned as well for the 2024/25 season.

Intertidal fixed net fishery

This fishery was closed for three years due to a Europe wide prohibition on the commercial exploitation of sea bass from the shore. Following a change in UK fisheries legislation it reopened on the 1st of October 2021 and the 2024/2025 season (October to June) commenced on 1 October 2024. Catch returns and bycatch are continuously analysed as part of a long-term monitoring strategy for this fishery and that will continue during 2024/2025. Officers are also planning to enhance that work where possible by periodically gathering length, weight and age data from sea bass caught in the fishery through the 2024/2025 season.

Recreational Sea Angling

NEIFCA officers are planning to work in collaboration with the Angling Trust to gather additional biometric data on sea bass from recreational sea anglers in 2024/25. This work will enhance the new sea bass monitoring program and support a stock assessment for the local sea bass populations.

Cockle monitoring

NEIFCA management of cockles is delivered through Byelaw XXIV, which includes a permit and catch return system, a closed season between the 1st of May and the 31st of August, daily catch limits, technical gear restrictions and minimum landing size. Three areas of intertidal habitat in the NEIFCA district are routinely monitored to assess cockle stocks in the Tees and Humber Estuaries; Middleton Basin and Bran Sands in the Tees Estuary and the intertidal sands of Cleethorpes known as Wonderland. Standardised surveys began in 2014 and following a review of evidence in 2020, it was agreed that monitoring would be carried out every two years. The surveys undertaken in 2022 found very low abundances of sized cockles (over 20mm shell width) at all sites and it was recommended that the beds remain closed to exploitation. Officers are planning to survey the intertidal habitats in April 2024.

Table 1 provides a provisional summary of the planned Survey programme for 2024/2025

Table 1: Summary of surveys for 2024 – 2025

Key activities workstreams	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Monthly quayside sampling for Lobster and edible crab (Whitby, Scarborough & Bridlington)												
Sea bass monitoring Intertidal nets & Recreational Sea Angling												
Scallop Meat Yield												
Observer trips on potting vessels for lobsters & crabs												
Observer trips on Scallop vessels, dredging & beam trawling												
NEIFCA/industry offshore Scallop surveys												
Cockle survey												
Eelgrass survey at Spurn Point												
European Lobster Settlement Index Project - Plankton trawl and reports												

Capital Projects

Vessel Replacement Programme

Work on the establishment and development of the vessel replacement programme commenced in 2015 with the intention of replacing NEGIII at ten year’s operational service. The vessel has now reached its seventeenth year and during July 2022 suffered a major engine failure due in the main to its age and service. During the last three years the replacement vessel programme has been re-vitalised in part through the delivery of a new 9.5m Cabin RIB during 2021 and during June 2023, NEIFCA and its lead Local Authority, East Riding of Yorkshire Council (ERYC) agreed to support the build and commission of a new bespoke vessel to replace NEG III. This capital project will be funded through a number of sources including monies set aside annually by NEIFCA since 2007, Defra’s IFCA capital delivery funding programme, monies realised from the sale of NEG III and additional funding provided through ERYC via a joint leasing agreement.

On 6 October 2023 a contract was confirmed with Parkol Marine Ltd, based in Whitby, North Yorkshire to build and deliver the new vessel. The project is being led and managed by the Deputy Chief Officer and offshore Operational Manager who carries extensive technical and personal experience in the build and commission of vessels. The successful

delivery of the project is also being supported by relevant leads from East Riding of Yorkshire Council (ERYC) covering procurement, legal and financial requirements.

Provisional Timescales

Build contract agreed and signed – 6 October 2024

Commencement of Build – February 2024

Completion and Delivery – March 2025

Other Projects

European Lobster Settlement Index (ELSI)

NEIFCA successfully secured £264,264 of funding from DEFRA under the Fishing Industry Science Partnership program. The project started in February 2022 in partnership with the Bridlington based Holderness Fishing Industry Group and is scheduled to complete at the end of October 2024. The project is unique in the UK and involves testing a methodology to capture Early Benthic Phase lobsters (EBP) at sites South and North of Flamborough Head. The appraisal of trends in EBP lobster abundance can be utilised to inform predictive stock assessment models and the management of lobster stocks. The field trials in 2022 and 2023 have been completed successfully with the capture of the first EBP lobster. A final field trial is planned for the summer 2024 and the final report will be submitted in October 2024.

National IFCA Success Criteria

To support the delivery of the national IFCA vision, IFCAs work to a set of success criteria matched with corresponding high-level objectives. The vision, success criteria and high level objectives- are designed to assist in the creation of a shared understanding of the collective aims and objectives of IFCAs, and focus service delivery towards achievement of the national vision. These national IFCA performance criteria also link directly to the UK Marine Policy statement.

High level objectives

IFCAs are recognised and heard, balancing the economic needs of the fishery whilst working in partnership and engaging with stakeholders

IFCAs implement a fair, effective and proportionate enforcement regime

IFCAs use evidence based and appropriate measures to manage the sustainable exploitation of sea fisheries resources and deliver marine environmental protection within their districts

IFCAs have appropriate governance in place and staff are trained and professional

IFCAs make the best use of evidence to deliver their objectives

Progress and update to be provided in standard format

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Meeting
7 March 2024

BUDGET MONITORING 2023/24

Report by the Treasurer

A. Purpose of Report

To advise Members of the budget position at the end of month 10 (January) in 2023/24.

B. Recommendations

- i. That the budget monitoring position is noted.
- ii. That £100,000 of the forecast underspend at outturn is transferred to the Renewals Fund and ringfenced to support the proposed build and commission of a new 6m open Rigid Inflatable Boat (RIB) alongside any further 'grant in aid' received for the 2023/24 financial year.
- iii. That £48,864 of the underspend is used to increase the Patrol Vessel Maintenance reserve to £50,000, with an additional £38,689 being transferred to the reserve to be used to fund ongoing critical operational works on the Protector III.
- iv. That the balance of any remaining underspend at outturn be transferred to the Renewals Fund.

1. Introduction

- 1.1 A detailed budget monitoring exercise is undertaken monthly by the Treasurer in consultation with the Chief Officer. This analyses individual budget lines in terms of the current expenditure and allows for projections to the end of the financial year.
- 1.2 This report provides the overall position and any areas whereby an explanation is required of any notable variance on the Authority's spending to the end of January 2024.
- 1.3 At its meeting on 1 December 2022, the Authority set a levy totalling £1,377,464 for the current financial year, including £102,900 plus accrued interest transferred to the Renewals Fund and £10,000 transferred to the Vehicle Replacement Reserve.

2. Revenue Expenditure to 31 January 2024

- 2.1 Appendix A summarises the expenditure and income for the Authority for the ten months to January of the financial year and compares it with the budget. The appendix shows both subjective and objective net expenditure for the period.
- 2.2 At the end of January 2024, the Authority has net expenditure of £905,787 against an expected £1,083,565 underspending by £177,778. The forecast outturn underspend is £198,658, mainly due to underspends on employees relating to vacancies and additional Defra 'grant in aid'.
- 2.3 During the 2022/2023 financial year NEIFCA received notification that £100,000 of additional 'grant in aid' would be provided by Defra with £50,000 allocated to support Marine Protected Area and delivery towards 'good environmental status' and £50,000 to assist in supporting the delivery of the national Fisheries Management Plan (FMP) programme. The funding was not received by NEIFCA until 2023/24 financial year and has been included in the 2023/24 forecast underspend. It is proposed to transfer £100,000 to the Renewals Fund. A further tranche of grant funding has been pledged for the current financial year, 2023/2024, including £50,000 for FMP delivery and £50,000 to assist in the delivery of 'good environmental status', which has not yet been received. Any further tranches beyond 2023/2024 remain very uncertain.
- 2.4 In advance of the receipt of the additional 'grant in aid' from Defra NEIFCA officers utilised other planned savings generated within the revenue budget to fulfil the delivery expectations set out by Defra across the 2022/2023 and 2023/2024 financial years with the intention of utilising the funding to support the build and commission of a new 6m open rigid inflatable boat (RIB). This new RIB will operate in tandem with the new main vessel, when delivered, during Spring 2025. This new 6m asset will enable the safe boarding and inspection of fishing vessels at sea from the new main vessel. Officers had excluded the addition of the small boarding vessel from the original tender process for the main vessel to keep costs as low as possible for the funding Local Authorities in the knowledge that the additional external funds could be utilised at a later date.
- 2.5 The repairs and maintenance budget is forecast to overspend by £8,727 in 2023/24 due to £38,689 expenditure for 50% of the cost of ongoing critical operational works to the Protector III Cabin RIB. It is proposed that £38,689 of the 2023/24 underspend is transferred to the Patrol Vessel Maintenance reserve to fund the remaining 50% in 2024/25.
- 2.6 The main variances in the forecast outturn are:
- Employee underspends of £74,175 – mainly due to underspends from delaying recruiting to vacancies in the offshore team until the position on the patrol vessel replacement and sale of existing vessel is clearer. The forecast includes provision for payment of the 2023-24 Local Government Employers agreed pay award of a flat rate of £1,925 which was paid in November.
 - Patrol vessel running costs- underspend of £1,052 due to underspends on fuel of £20,612 offset by overspends on rent, vessel insurance and repairs and maintenance.

- Underspends of £34,858 on supplies and services and £18,528 on support services are offset by overspends of £57,483 on other income and are mainly due to the extension of the externally funded European Lobster Settlement Index project to September 2024 from the original end date of February 2024.
- Grants & contributions - underspend of £117,502 mainly due to £100,000 Defra Fisheries Management Plan and Marine Protected Areas grant income. The remaining underspend is due to additional income from income from vessel hire by the European Lobster Settlement Index project which is fully funded by Defra.

Contact Officer

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Principal Accountant, East Riding of Yorkshire Council

Stephen Chandler
Treasurer

NEIFCA Budget Monitoring Report as at January 2024

	<i>Approved Budget</i>	<i>Profiled Budget to Month 10</i>	<i>Actual to Month 10</i>	<i>Variance to Profile</i>	<i>Forecast Outturn</i>	<i>Variance to Forecast</i>
	£	£	£	£	£	£
EXPENDITURE						
Employee Expenses						
Pay,NI and Superannuation	853,830	691,905	656,596	-35,309	781,800	-72,030
Other Employee Costs	18,000	8,448	4,249	-4,199	15,856	-2,144
Premises	17,530	17,902	17,902	0	20,014	2,484
Transport						
Patrol Vessel Running Costs	197,820	130,191	139,597	9,407	196,768	-1,052
Vehicle Running Costs	37,060	26,308	21,536	-4,772	33,103	-3,957
Travel and Subsistence	29,770	24,808	14,052	-10,757	21,217	-8,553
Supplies and Services	157,500	91,024	95,759	4,735	122,642	-34,858
Support Services	169,780	138,955	143,673	4,718	151,252	-18,528
	1,481,290	1,129,541	1,093,364	-36,177	1,342,651	-138,639
INCOME						
Grants and Contributions	-23,000	-11,690	-152,041	-140,351	-140,502	-117,502
Other Income	-123,730	-34,286	-35,536	-1,250	-66,247	57,483
	-146,730	-45,977	-187,577	-141,601	-206,749	-60,019
NET EXPENDITURE	1,334,560	1,083,565	905,787	-177,778	1,135,902	-198,658

	<i>Approved Budget</i>	<i>Profiled Budget to Month 10</i>	<i>Actual to Month 10</i>	<i>Variance</i>	<i>Forecast Outturn</i>	<i>Variance to Forecast</i>
	£	£	£		£	
NET EXPENDITURE						
Central / Headquarters	429,330	366,031	371,687	5,657	433,828	4,498
Land Based Operations	135,590	112,992	113,669	677	137,616	2,026
Offshore Operations	559,510	440,752	362,231	-78,521	468,778	-90,732
Environment	140,130	114,298	110,809	-3,489	128,511	-11,619
Grant Aided Projects	50,000	32,826	-67,174	-100,000	-50,000	-100,000
Patrol Vessel Replacement	20,000	16,667	14,565	-2,102	17,170	-2,830
	1,334,560	1,083,565	905,787	-177,778	1,135,902	-198,658

	<i>Approved Budget</i>	<i>Profiled Budget to Month 10</i>	<i>Actual to Month 10</i>	<i>Variance</i>	<i>Forecast Outturn</i>	<i>Variance to Forecast</i>
	£	£	£		£	
REPRESENTED BY						
Annual levy on Local Authorities	-1,377,460	-1,377,460	-1,377,465	-5	-1,377,460	0
Contribution from Reserves	-70,000	0	0	0	-70,000	0
Contribution to Vehicle Replacement	10,000	0	0	0	10,000	0
Contribution to Renewals Fund	102,900	0	0	0	102,900	0
	-1,334,560	-1,377,460	-1,377,465	-5	-1,334,560	0

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Meeting
7 March 2024

DRAFT BUDGET 2024/25

Report by the Treasurer

A. **Purpose of Report**

To inform Members of the draft budget for 2024/25.

B. **Recommendations**

- a) That the draft budget for 2024/25 be approved.
- b) That the level of general reserves is maintained at £228,450 (15%) of the annual levy.

1. **Introduction**

- 1.1 At its meeting on 8 December 2023, the Authority set the levy for the North Eastern Inshore Fisheries and Conservation Authority at £1,535,873 for 2024/25. The Authority resolved that a detailed budget be brought to the Executive for approval.
- 1.2 The Authority's budget has been reviewed in detail by the Chief Officer and the senior leadership team, together with the Treasurer, to identify the level of expenditure necessary to meet operational priorities through to 31 March 2025.

2. **Overall Budget**

- 2.1 The Authority's budget is spent in the following major areas –
 - **Central Management Budget:** Expenditure relating to the cost of Corporate Management and administrative support.
 - **Operations:** Direct expenditure incurred in the performance of the Authority's objectives, comprising land-based, offshore and environmental activities.
- 2.2 The draft budget resources the main objectives and work priorities for the year ahead in order to deliver the requirements of both the adopted national vision and the Authority's local priorities. It has been produced in line with the Annual Plan and Strategic Risk Register.

The 11.5% levy increase approved at the Authority Meeting on 8 December 2023 has been incorporated into the budget, along with increases to reflect the impact of a 2024/25 pay award on employee budgets. The Authority approved to phase in the increase to the levy required to fund the cost of an annual finance lease with East Riding of Yorkshire Council from 2025/26 to fund the build and commission of a new Fisheries Patrol/Research vessel. It is proposed that the resulting £89,540 additional funding in 2024/25 is transferred to the Renewals Fund to be used to support the vessel replacement project. In addition, a review of individual budget lines has been undertaken to ensure they are set at an appropriate level within the existing budget.

- 2.3 The draft budget includes a proposed reprofile of the previously approved supplementary budget for the European Lobster Settlement Index scheme due to an extension of the project until September 2024 and a proposed additional approval to extend the Patrol Vessel Replacement Project until March 2025. The details are shown in the table below:

	£	Funding	Approval Date
European Lobster Settlement Index	126,300	100% External income	10 March 2022, Executive
Patrol Vessel Replacement Project	17,000	Renewals Fund Reserve	New request
Total	143,300		

- 2.4 The following table summarises the proposed revenue budget for the Authority for 2024/25. Further details are shown in Appendix B.

Net Expenditure	£
Central Management	455,820
Operations	
Land Based	145,140
Offshore Operations	586,450
Environment	146,020
Funded Projects	17,000
Net Cost of Service	1,350,430
Funding	
Contribution to Vehicle Replacement Reserve	10,000
Contribution to Renewals Fund	192,440
Transfer to revenue from Renewals Fund	-17,000
Local Authority Levy	1,535,870

3. Risk

- 3.1 The Bank of England's February monetary policy report describes an uncertain outlook for the UK economy, due to weak economic growth. The Bank projects that GDP will increase gradually during 2024 and into 2025. Inflation has fallen to 4% in December 2023 and is forecast to fall to the Bank's 2% target within the next few months due to the effect of lower energy prices before rising slightly again. The Bank explains that higher interest rates are working in bringing inflation down and are likely remain high until inflation settles at 2%. NEIFCA will continue to experience this increase in inflation as a pressure on energy, fuel and other supplies.

- 3.2 NEIFCA has improved staff retention rates in recent years. It is intended that two permanent offshore posts are kept vacant for the first half of 2024/25 due to the uncertainty of having access to a patrol vessel during the patrol vessel replacement project. The National Joint Council (NJC) Local Government Pay Award for 2023/24 was agreed at a flat £1,925 increase which equated to a 9.4% increase for the lowest grades. As a result the cost of the pay award to NEIFCA was greater than the amount budgeted for and the proposed 2024/25 budget has been updated to reflect this. It is anticipated that the pay award will be 4% in 2024/25 before falling to 2% in 2025/26 and 2026/27.
- 3.3 The financial impact on NEIFCA of inflationary increases on pay and non-pay budgets will be greater than in previous years as most posts are now filled and the level of underspends is expected to reduce significantly. There is also significant uncertainty over the level of additional Fisheries Management Plan (FMP) and Marine Protected Areas 'grant in aid' funding that may be awarded to Inshore Fisheries and Conservation Authorities in 2024/25. Budgets will continue to be closely monitored and opportunities to generate external income will also be explored.
- 3.4 Maintenance of the patrol vessel is usually cyclical in nature and can usually be planned. However, a catastrophic event, such as engine failure, could potentially leave the Authority exposed to substantial additional expenditure. Whilst most such events would be insured, the Authority would likely be expected to incur the expenditure in the first instance. As the vessel ages the risk of higher maintenance requirements become more likely but this risk will be mitigated by the planned patrol vessel replacement.
- 3.5 Reserves are held to manage the above risks. In the short-term the general reserve will be available to meet the ongoing known risks above.

4. Reserves

- 4.1 The Authority maintains a general reserve to meet unforeseen events and specific reserves to even out cash flow for individual projects or purchases (Appendix B). The Authority currently holds five specific reserves.

5. General Reserve

- 5.1 The general reserve enables the Authority to demonstrate its financial standing as a 'going concern', to be in a position to meet unforeseen liabilities. The actual level of reserves is subjective, since any such liability is neither known nor anticipated. Setting the level of general reserves is just one of several related decisions in the formulation of the budget for a particular year. Account is taken of the key risks, stated above, that could impact on the financial assumptions underpinning the budget alongside a consideration of the Authority's financial management arrangements. A good track record for managing in-year budget pressures and operation of robust financial reporting arrangements is evident.
- 5.2 At 31 March 2024, the balance on the general reserve is forecast to be £228,450, which represents 15% of the annual levy for 2024/2025. It is anticipated that this can be maintained until 31 March 2025. This is considered a reasonable level of balances for the Authority to hold.

6. Specific Reserves

- 6.1 In 2011/12 the Authority created an earmarked reserve to manage the risk associated with patrol vessel maintenance. Due to its nature, certain maintenance is cyclical rather than annual and other maintenance may be of an exceptional and urgent nature. The reserve was utilised in 2022/23 to part fund the cost of the mechanical engine failure of the patrol vessel, reducing the balance on the reserve to £1,136. It is proposed that the balance of the reserve will be increased by £48,864 from anticipated underspends at 2023/24 outturn to mitigate the risk of future urgent repairs. It is also proposed to transfer £38,689 of the forecast 2023/24 outturn underspend into the reserve to fund the remaining critical operational compliance works on the Protector III Cabin RIB that are already underway. The funding will be utilised in 2024/25 financial year and the Patrol Vessel Maintenance reserve balance at 31 March 2025 is anticipated to be £50,000.
- 6.2 Funding for the first year of the Fisheries Management Plan (FMP) of £50,000 was transferred to the External Projects reserve at the end of 2022/23 financial year and is expected to be utilised in 2023/24 to fund the cost of a fixed term Environmental Officer post. The balance on the External Projects reserve is forecast to be nil at 31 March 2025.
- 6.3 The Special Authority Meeting on 30 June 2023 approved the decision for East Riding of Yorkshire Council Cabinet to award the contract for the build and commission of a new 24.5m Fisheries Patrol/Research vessel along with a proposed finance lease agreement with ERYC. Under the terms of the finance lease agreement NEIFCA will make a substantive payment towards the costs in year one utilising funds set aside in the Renewals Fund, capital receipts from the sale of the North-East Guardian III and any further additional funding that is subject to a bid to DEFRA. It was agreed that the remaining cost will be funded by ERYC borrowing from the Public Works Loans Board and the costs will be met by the finance leasing arrangement between ERYC and NEIFCA, funded by an increase to the levy which is being phased in over 2024/25 and 2025/26 financial years. The vessel build is now underway and it is anticipated that the new vessel will be commissioned in 2025.
- 6.4 £100,000 plus accrued interest has been set aside annually in order to plan for the replacement of the main vessel. It is proposed to transfer of £100,000 of the forecast 2023/24 underspend relating to 'grant in aid' funding from Defra received in 2023/24 financial year to the Renewals Fund. This funding along with anticipated further Defra grants, could be used to build and commission a new 6m open Rigid Inflatable Boat (RIB) which would operate in tandem with the new main vessel allowing the safe boarding and inspection of fishing vessels at sea. A further tranche of grant funding has been pledged in 2023/24 financial year including £50,000 FMP delivery and £50,000 to assist in the delivery of good environmental status but is yet to be received. Any further tranches in 2024/25 financial year remain very uncertain.
- 6.5 It is proposed that any residual underspend from 2023/24 financial year is transferred to the Renewals Fund. A supplementary budget of £20,000 was approved in December 2022 for the associated revenue costs of the patrol vessel replacement project. The draft budget proposes that this is increased by a further £17,000 in 2024/25 to cover continuing costs of the project. It is proposed to transfer the additional 2024/25 levy increase of £89,540 into the Renewals Fund to used towards the initial payment for the new vessel. The balance on the reserve at 31 March 2025 is forecast to be £1,813,530. It is likely that the one-off initial finance lease payment to East Riding of Yorkshire Council for the new vessel will fall into 2025/26 financial year.
- 6.4 Currently the Authority owns one small multi-purpose van, one large transporter van, two 4x4 'pick up' vehicles, one all-terrain two seater 'gator' and leases a further 4x4 'pick up' and a pool

car. Owning vehicles has proven much more cost effective in terms of flexibility of managing mileage and additional 'end of term costs' which are applied with each lease agreement. Maintaining a reasonable vehicle replacement reserve enables the fleet programme to be effectively managed and the annual set aside of £10,000 is proposed to be maintained at the same level.

Contact Officer

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Stephen Chandler
Treasurer

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Appendix A

2024/25 DRAFT REVENUE BUDGET

	Central Management £	Land Based Operations £	Offshore Operations £	Environment £	Funded Projects £	2024/25 Draft Budget £	2023/24 Budget £
EXPENDITURE							
Employee Expenses							
Pay, NI and Superannuation	196,340	148,240	370,700	141,920	17,000	874,200	846,830
Other Employee Costs	21,000	-	-	-	-	21,000	18,000
Premises	11,500	-	44,450	-	-	55,950	17,530
Transport							
Patrol Vessel Running Costs	-	-	164,640	-	-	164,640	197,820
Vehicle Running Costs	37,060	-	-	-	-	37,060	37,060
Travel and Subsistence	14,140	230	940	1,100	-	16,410	27,770
Supplies and Services	69,870	2,670	20,720	3,000	61,300	157,560	159,500
Support Services	114,690	-	-	-	65,000	179,690	169,780
	464,600	151,140	601,450	146,020	143,300	1,506,510	1,474,290
INCOME							
Grants and Contributions	- 2,000	- 6,000	- 15,000	-	-	- 23,000	- 66,000
Other Income	- 6,780	-	-	-	- 126,300	- 133,080	- 123,730
	- 8,780	- 6,000	- 15,000	-	- 126,300	- 156,080	- 189,730
NET EXPENDITURE	455,820	145,140	586,450	146,020	17,000	1,350,430	1,284,560
REPRESENTED BY							
Annual levy on Local Authorities						-1,535,870	-1,377,460
Contribution to Vehicle Replacement Reserve						10,000	10,000
Contribution to Renewals Fund						192,440	102,900
Contribution from Renewals Fund						-17,000	-20,000
						-1,350,430	-1,284,560

Reserves

The Authority maintains specific reserves to even out cash flow for individual projects or purchases, and a general reserve to meet unforeseen events.

The actual opening balances at 1 April 2024 will be known once the 2023/24 accounts for NEIFCA have been completed. The following tables include the overspend projected in the latest budget monitoring position for 2023/24.

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY		
RESERVES		
General Reserve	2023/24	2024/25
	£	£
Balance brought forward	228,450	228,450
Transfer from Revenue	0	0
Transfer to Revenue	0	0
Balance carried forward	<u>228,450</u>	<u>228,450</u>
Patrol Vessel Maintenance	2023/24	2024/25
	£	£
Balance brought forward	1,136	88,689
Transfer from Revenue	87,553	0
Transfer to Revenue	0	-38,689
Balance carried forward	<u>88,689</u>	<u>50,000</u>
External Projects	2023/24	2024/25
	£	£
Balance brought forward	50,000	0
Transfer from Revenue	0	0
Transfer to Revenue	-50,000	0
Balance carried forward	<u>0</u>	<u>0</u>
Vehicle Replacement Reserve	2023/24	2024/25
	£	£
Balance brought forward	22,782	32,782
Transfer from Revenue	10,000	10,000
Transfer to Revenue	0	-20,000
Balance carried forward	<u>32,782</u>	<u>22,782</u>
Renewals Fund	2023/24	2024/25
	£	£
Balance brought forward	1,444,085	1,638,090
Transfer from Revenue	214,005	192,440
Transfer to Revenue	-20,000	-17,000
Balance carried forward	<u>1,638,090</u>	<u>1,813,530</u>
TOTAL USEABLE RESERVES	<u>1,988,011</u>	<u>2,114,762</u>

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
7 March 2024

Risk Management Strategy & Strategic & Operational Risk Register Review

Report of the Clerk.

A. Purpose of Report

To present a revised Risk Management Strategy for adoption and inform members of the Executive Committee that in accordance with the Strategy, a review of the Strategic and Operational Risk Registers has also been undertaken and is reported for approval.

B. Recommendation

That the revised Risk Management Strategy be adopted and the revised Strategic and Operational Risk Register be approved.

1. Background

- 1.1 The Risk Management Strategy and associated Strategic and Operational Risk Registers were first approved by the shadow Authority at its quarterly meeting held on 25 January 2011 (Minute 17 refers).
- 1.2 The Authority agreed that the Risk Management Strategy be reviewed on an annual basis and that the Strategic and Operational Risk Registers be reviewed as a minimum every six months and reported to the Authority (Minute 17 refers). In accordance with these recommendations the Operational Risk Registers were reviewed and updated on 1 November 2023 (Minute item 69 refers).

2. Strategic & Operational Risk Register Reviews

- 2.1 The Strategic and Operational Risk Registers have been reviewed to consider any potential changes which have occurred over the last six months and affected the key risks identified within the Registers. The risks have been reviewed and the changes are highlighted in bold within the attached registers. An updated position for each of the key indicators is also included in the Register. The next review of the Strategic Risk Register is scheduled for September 2024. The identified risks have also been ranked in order of significance and colour coded (highest residual risk score red to lowest green).
- 2.2 Currently, primary identified risk areas relate to resourcing and service delivery associated with the sale of North Eastern Guardian III (NEG III) and the management of associated staffing vacancies and resources although these are considered medium to low risk. Uncertainties still surround the level of income that might be generated through the sale of NEG III which will influence the setting of the revenue budget for the 2025/2026 financial year although some provision for that has already been included within the 2024/2025 revenue budget.
- 2.3 The revised Risk Management Strategy is attached as Appendix 1, the revised Strategic Risk Register is attached as Appendix 2, the Operational Risk Register as Appendix 3 and the Environmental Risk

matrix, a sub register of the Operational Risk Register, as Appendix 4 for members information. All changes since the last review are highlighted in bold text.

Contact Officer

Darren Stevens, Clerk of the Authority
Ext 3000

Background Papers

Revised Risk Management Strategy
Strategic Risk Register
Operational Risk Register

Risk Management Strategy

1. Introduction

- 1.1 North Eastern Inshore Fisheries and Conservation Authority (NEIFCA) recognises its responsibility to manage risk in order to successfully achieve the Authority’s objectives, maximise opportunity and minimise threats. This is also reflected in national guidance advice to Inshore Fisheries and Conservation Authorities.
- 1.2 Risk cannot always be eliminated and this strategy provides a structured approach to enable the Authority to identify, manage and monitor the most significant risks it faces. From an operational perspective it also provides a framework for applying a more ‘risk based’ approach to its activities.
- 1.3 The aim of this strategy is to manage risk and to successfully integrate risk management into existing business and management processes. Risk management is a key part of the Authority’s corporate governance arrangements and also provides assurance to meet the requirements of the Accounts and Audit Regulations 2003.

2. Objectives

- 2.1 The objectives of the risk management strategy are to –
- Embed risk management in the culture of NEIFCA including the Authority’s decision making, strategic planning, policy, project and service delivery arrangements.
 - Manage risk in accordance with best practice, ensuring key strategic and operational risks are identified, monitored and controlled.
 - Raise awareness of the need for risk management both within the Authority and with key partners and suppliers of goods and services.
 - Enable the Authority to anticipate and respond to change.
 - Prevent injury, damage and loss, thus reducing the cost of risk.

3. Roles and Responsibilities

- 3.1 All Members and employees should have regard to risk when carrying out their duties. Risk management is part of all decisions at both manager and Member level and all Authority processes. The key roles within the risk management process are -

NEIFCA	To oversee the effective management of risk by Authority officers
Clerk	To champion risk management and ensure it is embedded throughout the Authority. To develop the Authority’s risk management policy and strategy To report to Members on risk management
Chief Officer & Senior Management Team	To ensure the Authority manages risk effectively through the development and implementation of the strategy. To identify, manage and monitor the strategic risks faced by the Authority.
IFC Officers	To manage risk effectively in their particular areas of service delivery.
Clerk and Treasurer	To support the Authority and its services in the effective development, implementation and review of the risk management strategy

3.2 Responsibilities and reporting requirements are set out in more detail in Annex A.

4. Risk Definitions

4.1 Risk is the chance of something happening that will have an impact on objectives.

4.2 Risks can be divided into two main categories –

Strategic risks – that need to be taken account of in judgements about the Authority's medium to long term goals.

Operational risks – day to day risks in the delivery of a service.

4.3 Examples of strategic and operational risks are listed at Annex B. The two are interlinked with the potential for operational risks to become a strategic risk for the Authority.

5. Risk Management Process

5.1 There are four key stages to the risk management process, which will be recorded and monitored through the use of risk registers –

- **Identification**

The Authority will identify both strategic and operational risks that can affect achievement of its strategic and service objectives.

- **Assessment**

Risks will be assessed for impact and likelihood using a scoring matrix. Both the gross risk (before controls) and the net risk (following the implementation of controls) will be assessed.

- **Control**

Mitigating controls will be identified for all medium and high scoring risks and action plans developed where controls need to be improved. Consideration must be given to the anticipated benefits in relation to the estimated costs in deciding whether it is cost effective to introduce the proposed controls/initiatives. Risks and controls will be allocated to a risk owner for monitoring and review.

- **Monitoring and Review**

Strategic and operational risk will be reviewed and reported at least every 6 months by the risk owners.

5.2 Strategic Risk Process

Identification and assessment of strategic risks will form part of the corporate business planning process. A full review of the strategic risk register will be undertaken every six months by the Clerk, Chief & Deputy Chief Officers and the Authority to ensure all risks associated with the delivery of strategic objectives have been identified and assessed.

Risks will be allocated a risk owner and will be reviewed every six months together with any outstanding actions required. This review will be reported to the Authority.

The Clerk and Chief Officer will be responsible for identifying any new risks and providing the link with any changes in operational risk that need to be reflected in the strategic risk register.

5.3 Operational Risk Process

The identification, assessment and control of operational risks will form part of the service planning process.

The Chief & Deputy Chief Officers will be responsible for reviewing registers and controls on a six monthly basis through management teams and updating registers accordingly.

The Authority will gain an understanding of key operational risks through the performance monitoring process and will monitor that the operational risk register is updated.

5.4 Risk Analysis & Risk Evaluation Process

5.4.1 Risk are measured in two ways:

- The likelihood of the risk event occurring
- The impact on the Authority should the risk event occur

The likelihood of the risk event occurring will be given a score from 1 to 5 using the following criteria:

Likelihood	Score	Description	Criteria
Almost certain	5	The event is expected to occur in most circumstances	Probability of occurring in the next year >90%
Likely	4	The event will probably occur in most circumstances	Probability of occurring in the next year 60 to 90%
Possible	3	The event will occur at some time	Probability of occurring in the next year 30 to 60%
Unlikely	2	The event is not expected to occur	Probability of occurring in the next year 10 to 30%
Remote	1	The event may only occur in exceptional circumstances	Probability of occurring in the next year <10%

5.4.2 The potential impact of an event on the Authority will also be given a score of 1 to 4 as follows:

- 1 Insignificant – Minimal disruption, no long-term consequences to service delivery or marine conservation and management. No stakeholder concern. Minor negative publicity
- 2 Minor – Short-term consequences to both service delivery and or marine conservation and management. Potential for stakeholder concern. Some adverse publicity in local media.
- 3 Moderate – Medium long term consequences to both service delivery and or marine conservation and management, impact absorbed with significant intervention. Extensive stakeholder concern. Extended adverse publicity in both local and national media.
- 4 Major – Significant long-term consequences, formal intervention from central government departments or Executive Agencies, significant stakeholder concern and pro-longed loss of confidence. Sustained adverse publicity both locally and nationally.

The gross risk score = likelihood x potential impact

The residual risk score includes the application of appropriate control actions

The application of appropriate control actions may not necessarily reduce the gross risk score

The table below provides a visual ‘heat chart’ of the relationship between the levels of potential impact and likelihood of certain risk occurring and provides a general guide to the overall risk assessment process.

LIKELIHOOD		IMPACT			
		Insignificant 1	Minor 2	Moderate 3	Major 4
	Almost Certain 5	Green 5	Green 10	Amber 15	Red 20
Likely 4	Green 4	Green 8	Amber 12	Red 16	
Possible 3	Green 3	Green 6	Amber 9	Red 12	
Unlikely 2	Green 2	Green 4	Green 6	Amber 8	
Remote 1	Green 1	Green 2	Green 3	Amber 4	

5.5 Project and Procurement Risk Process

Projects will be managed using appropriate methodology. Project managers will identify and assess the risks associated with the project and mitigating controls and document these in a risk register. The register will be maintained and updated throughout the life of the project and be reported to the Chief Officer on a regular basis.

The risks associated with a particular procurement will be considered and documented.

6. Corporate Business Processes

6.1 Risk management will continue to be embedded in all the Authority's key business processes including –

- Long term financial planning and annual budget setting processes.
- Authority Performance planning processes.
- Policy and decision making processes.
- Strategic planning processes.
- Operational delivery

7. Training and Communication

7.1 Risk management training will be provided to officers identified in Annex A.

7.2 The Clerk and Treasurer will provide support and advice on risk management throughout the Authority.

8. Measuring Effectiveness

8.1 The effectiveness of this process will be reported through the Statement of Internal Control.

9. Monitoring and Reporting

9.1 Assurance on the effectiveness of controls over key strategic and operational risks will also be provided by the Audit Section.

9.2 The strategy and action plan will be reviewed annually.

10. Links to other policies and strategies

10.1 Insurable retained risk will be managed by the Treasurer in accordance with the risk financing strategy.

NORTH EASTERN INSHORE AND CONSERVATION AUTHORITY - STRATEGIC RISK REGISTER

Risk No	Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
NEIFCA 1	A reputation for smart and prudent stewardship.	Financial Reputation	<p>Failure to manage the Authority’s assets, caused by:-</p> <ul style="list-style-type: none"> • Lack of funding • Service failures/poor maintenance • Poor risk assessments and controls • Age and deterioration of vessels & vehicles 	9 (3x3)	<p>Asset Management Plans - including audit and survey result to target investment and maintenance at high priority areas.</p> <p>Patrol Vessel renewal fund and replacement project ongoing.</p> <p>Maintenance programme.</p> <p>Risk assessments.</p> <p>Inspections and surveys.</p> <p>Insurance.</p>	6 (3x2)	<p>Review and define inspection survey programme.</p> <p>Ensure compliance with the programme. Review adequacy of sums insured and compliance with insurance policy conditions.</p> <p>Strengthen asset management and control.</p>	<p>Formal notification of insurance settlement covering 50% of repair costs to main engines onboard NEG III although further remedial work has since been required which has been covered under new warranty arrangements.</p> <p>Authority agreed a 20year finance/leasing plan supported by ERYC to replace NEG III.</p> <p>£100K of additional Defra grant aid confirmed to support national policy delivery, covering 2023/2024 financial year.</p>	Chief Officer & Deputy Chief Officer & Operational Support Manager

Risk No	Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
NEIFCA 2	An Authority which attracts and keeps the best staff.	Customer/ Staff	<p>Specialist staff and skills shortages. Sickness absence.</p> <p>Triggers include:-</p> <ul style="list-style-type: none"> (i) Inability to recruit and retain staff. (ii) Inadequate succession planning. (iii) The Authority has a small but dedicated workforce. (iv) Private sector competition (v) Impacts of a global pandemic or other external event (vi) More mobile workforce within the sector. 	12 (3x4)	Recruitment, retention policies, training and development, surveys of existing staff, analysis at exits interviews and managing sickness absence.	9 (3x3)	Recruitment processes expedited to fill vacancies when planned and clarification on the continuation of grant aid support from Defra for the 2024/2025 financial year has been received.	Environmental & Scientific Manager vacancy currently filled via an internal secondment until 30 April 2024, supported by one full time Environmental Officer post and two fixed term appointments which are due to terminate on 3 April and 30 May respectively. Currently offshore team carrying two full time vacancies.	Chief Officer & Deputy Chief Officer & Operational Support Manager.
NEIFCA 3	<p>A reputation for smart and prudent stewardship.</p> <p>Statutory responsibilities.</p>	Reputation Legal	<p>Failure to meet statutory responsibilities set out by legislation. Main causes of risk are:-</p> <ul style="list-style-type: none"> (i) Poor leadership/ judgement by managers. (ii) Inadequate monitoring review. (iii) Lack of professional staff. (iv) Legal challenge. (v) Lack of trained, experienced staff. (vi) Impacts of a global pandemic or other similar external factors. (vii) Mechanical breakdown in key assets 	9 (3x3)	<p>Series of performance targets set and measured to meet the requirements.</p> <p>Reported on quarterly basis to the Authority.</p> <p>Understanding and adherence to all governing legislation.</p> <p>Dynamic risk assessments and supporting safe working practices implemented when required.</p>	6 (3x2)	Reviewed on a quarterly basis by reporting to the Authority.	See previous updates	Chief Officer

Risk No	Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
NEIFCA 4	A reputation for smart and prudent stewardship. Strategic objectives	Reputation	Failure to achieve policies, aims and objectives.	9 (3x3)	Annual Plan produced each year. Performance measured against number of targets. Exceptions reported to Authority. Constitution, Standing Orders Schemes of Delegation. The Authority has put in place structures and processes to govern decision making.	6 (2x3)	Reviewed on a quarterly basis by the Authority.		Chief Officer & NEIFCA Senior Management Team
NEIFCA 5	A reputation for smart and prudent stewardship.	Financial/Economic	Cuts to service, balance budget. Triggers include:- <ul style="list-style-type: none"> Reduction in Government funding Budget over spends, insufficient reserves. Precept set too low. Lack of compliance with financial regulations Increased pressure on resources from other agencies Unforeseen mechanical failure Increasing inflation & costs 	9 (3x3)	Three year financial plan in place based on prudent projections and sensitivity analysis. Budget process flexible enough to deal with changes in funding e.g. savings plans. Lobbying with other Authority's to get better deals. Government assumptions used in the planning exercise. Formal considerations of reserves. Monthly revenue and capital budget monitoring. Demonstrating the ability to manage in-year budget pressures. Early closure of accounts. Attraction of EU and other grants for project works.	4 (2x2)	Ensure sound business cases are made to Authority funders for continued financial support.	Formal notification of insurance settlement covering 50% of repair costs to main engines onboard NEG III. UK Inflation rates have reduced to circa 4% during 2023. Authority agreed a 20year finance/leasing plan supported by ERYC to replace NEG III alongside an 11% uplift to the revenue budget in 2024/2025 and 2025/2026. £100K of additional Defra grant aid received covering 2023/2024 financial year.	Clerk/ Treasurer/ Chief IFC Officer

Risk No	Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
NEIFCA 6	A reputation for smart and prudent stewardship	Reputation/legal	<p>Failure to deliver revised fisheries management policies within Marine Protected Area Sites which fall within the Authority's jurisdiction.</p> <p>Procedural delays in the formal making of regulations.</p>	6 (2x3)	Full engagement with Defra, MMO, national working groups and local management groups.	4 (2x2)	Regular updates and progress reports to Science Advisory Group, Executive and full Committee.		Chief, Deputy Chief Officers. Senior Environmental & Scientific Officer Environmental & Scientific Officers.
NEIFCA 7	A reputation for smart and prudent stewardship.	Organisational Reputation	<p>Loss or damage to reputation through poor press and public relations e.g response to shellfish mortalities</p> <p>Poor management and or use of website & social media outlets.</p>	6 (2x3)	Good internal communications, PR, reports to Authority, Press releases approved by the Chief Officer and Clerk/Chairman where necessary. Members and key managers to have received media training. Members receive detailed briefings on sensitive issues and confidentiality requirements supported by Standards Committee and procedures. Back up arrangements through the national Association and partner IFCA's.	4 (2x2)	<p>Reviewed on a quarterly basis.</p> <p>Daily management of Website & social media feeds in terms of content and comment.</p>	Second shellfish landings report released during July 2023 provided a more accurate picture of trends and more positively received. Since April 2023 no major associated incidents recorded. Officers maintaining active working arrangements with key Agencies and the fishing industry.	Chief Officer & Operational Support Manager

Risk No	Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
NEIFCA 8	A reputation for smart and prudent stewardship.	Disaster Planning	Major incident, i.e. patrol vessel collides with another vessel or runs aground. Total loss of primary asset.	4 (1x4)	The appropriate qualifications/licences/tickets are held by the crew. Train staff with skills in marine environment. Adequate Insurance.	4 (1x4)	Continue to keep up to date with training and appropriate qualifications		Chief Officer & Deputy Chief Officer
NEIFCA 9	A reputation for smart and prudent stewardship.	Reputation/ Legal	Officers acting beyond their statutory remit through inexperience. Legal challenge. Potential incident. Adverse publicity.	6 (3x2)	Full training in role. Qualifications. Performance monitoring, target setting, recruitment procedures. Annual appraisal system.	4 (2x2)	As roles develop, change, continuous training and development. EDP process to be utilised for this.	Training strengthened through induction, national IFCA training courses supported by a national coordinator.	Chief Officer

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY - OPERATIONAL RISK REGISTER

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High	Control Action	1-8 = Low 8-10 = Medium 10-20 = High	By Whom	Review Frequency	Triggers for Action
1	Customer Service/ reputation	<p>Failure to provide agreed service.</p> <p>Failure to establish and achieve performance targets therefore having a detrimental impact on the delivery of service to the customer and achievement of performance objectives.</p> <p>Serious mechanical failure and breakdown onboard the main vessel asset.</p> <p>Agreement to finance the build of a new fisheries vessel will necessitate the sale of NEG III and the temporary loss of the key asset to support service delivery.</p>	12 (4x3)	<p>Performance Indicators.</p> <p>Inspections audit.</p> <p>Workload monitoring.</p> <p>Policy and procedure compliance.</p> <p>Staff training.</p> <p>Communication with customers.</p> <p>Contingency planning including sourcing external support to maintain levels of service delivery in the short to term, prioritised to needs.</p>	8 (4x2)	Clerk and Chief Officer.	Quarterly	<p>Annual reports.</p> <p>Performance monitoring reports.</p> <p>Feedback from staff and customers.</p>

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High	Control Action	1-8 = Low 8-10 = Medium 10-20 = High	By Whom	Review Frequency	Triggers for Action
2	Staffing	Lack of staffing resources to deliver service and that staff have adequate skills training to achieve performance requirements. Increasing pressures from UK government to support national fisheries policy development & implementation without additional resource could have a negative impact on the delivery of IFCA statutory duties and responsibilities. Unable to fill vacancies with suitable applicants. Increased natural turnover of staff within a more mobile work sector.	12 (3x4)	Communication networks. Staff flexibility. Monitoring of workloads. Workforce Development. Vacancy Management. Recruitment processes expedited to fill vacancies. Maintenance of active dialogue with all key partner agencies. AIFCA, NIMEG & TAG. Environmental & Scientific Manager vacancy currently filled via an internal secondment until 30 April 2024 supported by one full time Environmental Officer post and two fixed term appointments for one year which are due to expire on 3 April and 30 May respectively.	9 (3x3)	Clerk and Chief IFC Officer.	Quarterly.	Reports to Authority. Team meetings/EDRs. Sickness Review Meetings. Vacancy/sickness. Performance monitoring results. Proactive training programmes.
3	Professional, contractual, legal reputation.	Failure to effectively support projects, poor contract documentation, failure to meet contract deadlines, failure to meet legal requirements and procurement legislation Provider fails to deliver the contract.	9 (3x3)	Use of internal/external experts/consultants. Robust specifications. Risk Assessments. Strong contract management. Financial, technical and legal vetting of all providers. Procurement policy followed. Monitoring and reporting processes. Meet statutory requirements. With regard to supporting national projects ensure maintenance of dialogue and a proactive approach. Final year of ELSI contract with Defra and new contract let for the build and commission of a new main vessel during October 2023.	6 (3x2)	Chairman, Clerk and Chief Officer & associated project leads.	Monthly.	Procurement processes. Legislative changes. Contract variations. Timetable slippage.

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High	Control Action	1-8 = Low 8-10 = Medium 10-20 = High	By Whom	Review Frequency	Triggers for Action
4	Financial reputation.	<p>Failure to deliver projects through lack of resources or investment. Recent collapse of HFIG, key delivery partner in the ELSI project.</p> <p>Loss of funding and grants resulting in inability to proceed with projects.</p> <p>Change in legislation resulting in inability to generate funds.</p> <p>Reputation for inability to utilise grants awarded.</p>	9 (3x3)	<p>Budget setting and monitoring process.</p> <p>Procurement policy followed.</p> <p>Appropriate resources available to undertake the project.</p> <p>Skills and knowledge of staff.</p> <p>With regard to supporting national projects ensure maintenance of dialogue and a proactive approach.</p> <p>Business Cases considered with full whole life costs of projects made.</p> <p>Proactive communications ongoing with Defra, variation to ELSI project timelines agreed.</p>	6 (3x2)	Clerk and Chief Officer.	Monthly	<p>Performance monitoring reports.</p> <p>Budget reports.</p> <p>Legislative changes.</p> <p>Government funding initiatives.</p> <p>Authority decisions.</p> <p>Contract variation slippage.</p>
5	Financial reputation, technical.	<p>Insufficient funding to replace main fisheries vessel, North Eastern Guardian III.</p> <p>Access to external funding support discounted in the short term although Defra may provide some capital funding support to IFCAs in due course.</p> <p>Extending operational life of existing vessel increases risk of significant mechanical breakdown & reduced re-sale value.</p> <p>Lower than expected return achieved from the sale of NEG III.</p>	9 (3x3)	<p>Maintenance of current funding levels to the vessel renewal account. Continued investment in current vessel as a saleable asset. Defra CDEL funding of £562K agreed to support replacement programme.</p> <p>Any additional savings generated re-allocated to the vessel renewal reserves.</p> <p>Authority agree a 20year finance/leasing plan supported by ERYC to replace NEG III supported by 11% uplifts to the revenue budget in years 2024/2025 and 2025/2026.</p> <p>Targeted and strategic marketing of the sale of NEG III.</p>	6 (3x2)	Chairman, Clerk, Chief Officer and Deputy Chief Officer	Quarterly	Budget financial review & reporting to Committees and internal working groups.

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High	Control Action	1-8 = Low 8-10 = Medium 10-20 = High	By Whom	Review Frequency	Triggers for Action
6	Financial and contractual.	<p>Unexpected budget demands and variances and failure to achieve agreed budget Income generation is expected to remain low during 2023/2024.</p> <p>Major engine failure onboard NEG III July 2022.</p>	6 (3x2)	<p>Increase of 11% in 2024/2025 levy with further increases advised. Monitoring systems. Systems to capture spend. Regular budget holder meetings. Internal Audit. Regular reviews of the appropriate level of reserves. Maintenance of insurance provisions.</p> <p>Formal notification of insurance settlement covering 50% of repair costs.</p> <p>UK Inflation rates drop to 4% during 2023</p> <p>£100K of additional Defra grant aid received covering 2023/2024 financial year.</p>	4 (2x2)	Treasurer, Clerk and Chief Officer.	Monthly.	Budget financial reporting.
7	Financial reputation, technical.	<p>Volatility of global oil/fuel markets and national tax changes.</p> <p>Markets remain unstable following Russian/Ukraine war in Europe 2022.</p>	6 (2x3)	Regular monitoring of fuel spends included within quarterly reports to Authority. Additional provision made within annual precept.	4 (2x2)	Chairman, Clerk, Treasurer, Chief Officer and Deputy Chief	Monthly.	Budget financial review & reporting

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High	Control Action	1-8 = Low 8-10 = Medium 10-20 = High	By Whom	Review Frequency	Triggers for Action
8	Legal/ reputation.	Legal challenge resulting from failure to undertake statutory responsibilities in terms of enforcement, poorly drafted Authority bye-laws or national legislation. Ongoing legal challenge fixed net permitting scheme	6 (3x2)	Performance monitoring in terms of enforcement targets. Drafting of bye-laws in consultation with Legal Services. Proper consultation processes followed in accordance with statutory requirements. Involvement of NEIFCA Legal team, MMO, DEFRA in final approval of bye-laws. Strengthening enforcement practices and techniques.	4 (2x2)	Clerk, Legal Advisor and Chief Officer.	Monthly and quarterly reports to Authority.	Performance monitoring reports. Legal challenges.
9	Financial and reputational	Breaches of General Data Protection & Freedom of Information Regulations could lead to fines and reputational impacts.	6 (3x2)	Key staffed trained and familiar with new GDP regulations. Data Protection Officer role agreed, creation of a register of data processing activities, utilisation of impact assessments when required, creation of public and internal privacy statements and active management of all data processing activities. Advice from ICO. SLA agreed with ERYC information governance and feedback team to provide expert support, advice and training.	4 (2x2)	DPO Clerk Chief Officer Support Officer	Monthly	Formal complaint or report to ICO

OPERATIONAL RISK REGISTER – ENVIRONMENTAL RISK MATRIX

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High	Control Action	1-8 = Low 8-10 = Medium 10-20 = High	By Whom	Review Frequency	Triggers for Action
1	Environmental	<p>Impacts on fish and shellfish stocks through over-exploitation</p> <p>Pressures on stocks, particularly crustacea remain high although work is continuing on revised management measures. Currently catch statistics indicate a general declining trend in crab landings.</p> <p>Impacts in intertidal areas rising due to influxes of shore gatherers.</p>	9 (3x3)	<p>Detailed monitoring of stock health. Development of dedicated management plans and strategies. Tailored management provisions. Sound enforcement. Fisheries accreditation schemes. National coordination.</p> <p>Maintaining a high level of communication and active joint working with key partner agencies. New shellfish permit byelaw now submitted to MMO for formal QA. If confirmed, will increase ability to more effectively manage the impacts of exploitation. New emergency byelaw implemented to managing an emergent beam trawl fishery targeting king scallop.</p>	9 (3x3)	Chief & Deputy Chief Officers and Environmental & Scientific Officers	Quarterly & monthly	<p>Non achievement of stock indicators.</p> <p>Declining catches and fleets. Complaints and comments.</p>
2	Environmental	<p>Impacts on fish and shellfish stocks through pollution incidents or environmental factors such as extreme events, novel pathogens or climate change.</p>	9 (3x3)	<p>Regular monitoring, reporting and working in partnership with key agencies such as Defra, EA, CEFAS, MMO. Potential use of emergency byelaw making powers.</p>	6 (3x2)	Chief & Deputy Chief Officer and Environmental & Scientific Manager	Monthly	<p>Observed mortality on shore and at sea, evidence of pollution events reports of unusually low catch rates from the industry.</p>

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
						Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High
3	Environmental	Habitat damage caused by invasive fishing methods. Damage to protected features of European Marine Sites or Marine Conservation Zones Risks from the activities of nomadic scallop dredgers surrounding the NEIFCA area. Habitat damage caused to sensitive intertidal areas due to influxes of shore gatherers.	9 (3x3)	Ongoing monitoring of activities. Active participation in associated schemes of management. Introduction of emergency and long-term Byelaw regulations and codes of conduct governing activities. Enforcement of existing regulations. Timely use of emergency byelaw making procedures when necessary. Working closely with the MMO and Defra to ensure adequate protection remains in place.	6 (3x2)	Chief Officer, Deputy Chief Officer Environmental & Scientific Officers	Quarterly to Authority and associated working groups	Significant increases in related activity. Evidence of damage and impact. Complaints
4	Environmental	Impacts on fish and shellfish stocks through non-compliance with regulations. Prohibition on landing egg bearing lobsters. Impacts in intertidal areas rising due to influxes of shore gatherers.	9 (3x3)	Targeted approach to enforcement at ports and areas of known high non-compliance at peak season. Focus on ports of high volume landings out of season. Strengthening enforcement procedures and techniques. Maintaining a high level of communication and active joint working with key partner agencies.	6 (3x2)	Chief, Deputy Chief and IFC Officers	Monthly	Intelligence reports. Surveillance. Routine observations and complaints
5	Environmental	Impacts on other marine species such as sea birds, cetaceans and other organisms associated with fishing activities	6 (2x3)	Monitoring through fishing permit and catch and effort schemes. One off studies and assessments. Timely use of emergency byelaw making procedures when required.	4 (2x2)	Chief Officer, Deputy Chief Officer Environmental & Scientific Officers	Quarterly to Authority and associated working groups	Negative feedback from catch reporting schemes and or studies. Complaints

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
7 March 2024

Health & Safety Policy & Safe Working Practices 2024/2025 - Review

Report by the Chief Officer.

A. Purpose of Report

To inform members of the completion of the Annual review of the Authority's Health & Safety provisions.

B. Recommendation

That Members note the report.

1. Background

- 1.1 The Health and Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1999 and other associated legislation impose duties on all of us, both of a general and specific nature to ensure as far as is reasonable and practicable, health and safety at work. North Eastern Inshore Fisheries and Conservation Authority wishes, through the preparation and issue of this policy to convey the importance that it places on all measures that promote the health and safety of its employees
- 1.2 This policy and its provisions are reviewed continuously throughout the year both at senior management level and at regular staffing Health and Safety meetings. If appropriate, changes to safe working practice guidelines are made and risk assessments reviewed, including where necessary, the provision of additional safety equipment for officers. Such changes are reported to the Executive Committee on a six monthly basis.
- 1.3 Since the last review in November 2023 I am pleased to advise that there have been no notable incidents or accidents to report whilst staff have been working. As part of this standard six-monthly review all the standard Safe Operational Working Practices and supporting risk assessments have been fully reviewed and updated.
- 1.4 The updated safe working practice documents and revised risk assessments are shared with all operational staff and subject to continuous review by both the senior operational management team and as part of the general staffing health and safety meetings. The entire health & safety regime is underpinned by regular health and safety training and 'refresher' courses undertaken by all operational staff.

- 1.5 The only change in the draft provisions presented to members for 2024 relates to the downgrading of the potential risk of a stabbing incident occurring at Sunderland from possible to remote. This risk level has now fallen into line with the wider NEIFCA district which requires the voluntary wearing of 'stab vests' where officers consider that there is a specific threat or need to do so based on the particular circumstances that they are facing.

Contact Officer

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Chief Officer
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HEALTH AND SAFETY POLICY

2024/2025

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Part 4 HEALTH AND SAFETY TRAINING

The North Eastern Inshore Fisheries and Conservation Authority (NEIFCA) recognises its responsibilities for making appropriate provisions and sufficient funds for the health and safety of its employees. It is therefore the policy of the Authority to conduct its operations in such a manner as to secure health and safety for its employees and to protect members of the public who may be affected.

It is the responsibility of the Authority, through its employees to provide and maintain measures which will ensure that every employee can carry out their duties in a safe environment without risk to health. Equally it is the duty of each employee to co-operate with the management in regard to health and safety matters. The Authority expects each employee to take reasonable care for their own safety and that of others who may be affected by their acts or omissions, to prevent accidents and avoid hazards to health.

This Safety Policy and accompanying organisational arrangements, will contribute to the Authority's overall ability to fulfil their duties and responsibilities, by reducing injuries and ill health at work, both to employees and to any other persons who may be affected by their employees acts or omissions. These measures will protect the environment and reduce unnecessary losses and liabilities.

To achieve this, the Authority will;

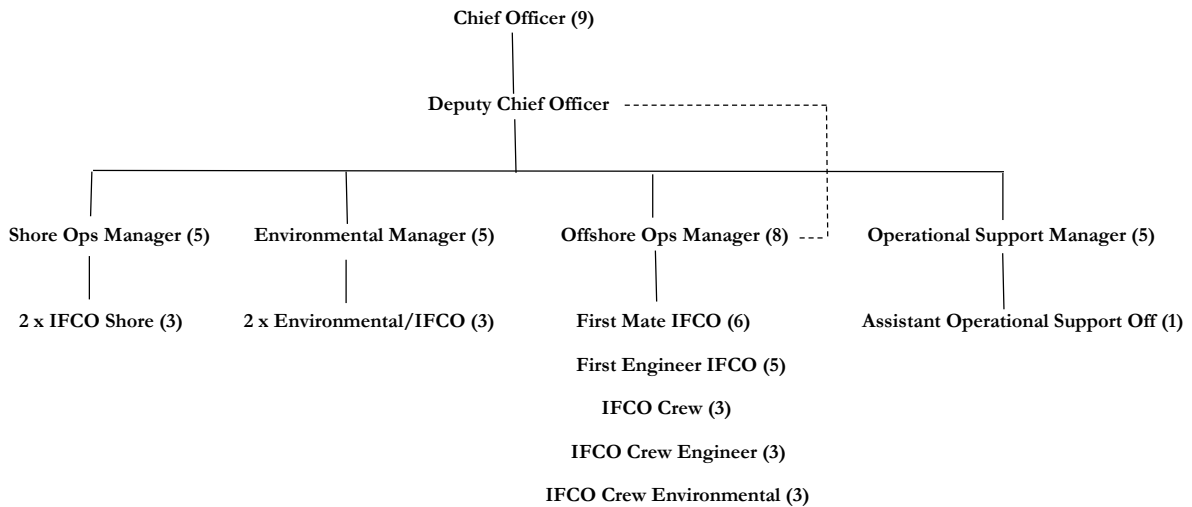
- i) Set and maintain high standards for Health and Safety by controlling workplace hazards by assessing risks and establishing risk control measures which are suitable and sufficient;
- ii) Ensure that all employees are informed of these standards, by providing adequate and appropriate facilities for communication and consultation;
- iii) Ensure that employees understand their responsibilities at whatever level they operate and discharge them with care;
- iv) Provide adequate levels of training and instruction to ensure that employees are competent to carry out their duties;

A copy of this Statement of Policy will be issued to all employees. It will be reviewed and modified as necessary and will be supplemented in appropriate cases by further statements relating to the work of individual employees or groups of employees.

Signature _____ Date ___31 March 2024_____

Clerk of the Authority

2.1: STRUCTURE OF ORGANISATION



2.2 Clerk of the Authority

The Clerk bears responsibility for the overall arrangements, and for ensuring that the operations of the Authority are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the health and safety at work of all employees and all persons likely to be affected by its operations.

In particular the Clerk will:-

- Advise the Authority on safety, health and welfare matters including the Safety Policy.
- Agree and authorise the implementation of the Safety Policy.
- Monitor progress of the Health and Safety Policy, initiate any changes necessary, and issue an annual report to the Authority.
- Ensure all employees understand and fulfil their responsibilities for safety, health and welfare.

2.3 Chief Officer:-

- Ensure that Risk Assessments are carried out for all operations undertaken by employees and ensure employees are informed of the findings of the Risk Assessments.
- Ensure that methods and systems of work are safe, and that the necessary procedures, rules and regulations designed to achieve this are formulated, and applied.
- Ensure all employees are aware of and fulfil their safety responsibilities and arrange for the relevant training.
- Provide adequate equipment, tools and protective clothing and equipment to enable work to be carried out safely.

- (e) Ensure that all equipment, tools, facilities etc, are maintained in a safe condition, and remain suitable for the function for which they were intended, arrange for inspections to monitor and record this.
- (f) Act as **Responsible Officer** to receive check and verify accident reports, and ensure remedial action is taken.
- (g) Ensure that all necessary health and safety checks and inspections are completed as scheduled.
- (h) Set a personal example.

2.4 Deputy Chief Officer

- (a) Support the CO in ensuring that all personnel know their responsibilities under the Policy and that they are equipped and trained to carry out their duties.
- (b) Implement within his or her designated area of work, the Health and Safety Policy & Safe Working practices protocol.
- (c) Support the CO in ensuring that safety receives full consideration in: -
 - Current working programmes.
 - Planning of new operations and or duties.
 - In introducing new plant or equipment.
- (d) Act as **Responsible Officers** to receive accident reports and implement appropriate remedial action.
- (e) Support the CO in ensuring that all investigations and reporting procedures are carried out.

2.5 All Employees

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, and other associated legislation including, The Merchant Shipping and Fishing Vessel (Health and Safety at Work) regulation 1997, place responsibilities on employer and employee alike. In this connection NEIFCA reminds its employees of their duties under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for their own safety and that of others, and to co-operate with the Authority so as to enable it to carry out its own responsibilities successfully.

Furthermore the following requirements are expected of every employee: -

- (a) Carry out assigned tasks and duties in a safe manner in accordance with the instructions, methods and procedures contained in the Safety Policy.
- (b) If aware of any unsafe practice, operation, or condition, or if in any doubt about the safety of any situation consult with a senior officer.
- (c) Obtain and use the correct tools, equipment, or materials, for all tasks and duties, and not use any that are in an unsafe condition.
- (d) Use all guards, safety devices, safety equipment, and personal protective clothing or equipment provided.
- (e) Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- (f) Co-operate with the employer or any other person so far as is necessary to enable any statutory duty or requirement to be performed or complied with.

- (g) Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or welfare, or do anything likely to endanger themselves or others.
- (h) Report all accidents and near misses.
- (i) To set an example.

Part 3

ARRANGEMENTS FOR SAFETY

3.1 Distribution of Health and Safety Information

- (a) Copies of the Authority's Health and Safety Policy will be issued to all employees on appointment, annually on review and if amended. Electronic copies are also available upon request at any time and hard copies will be kept at the Bridlington & Whitby Offices and Patrol Vessel(s).
- (b) A copy of the Councils Corporate Resources Directorate Health and Safety Policy will be made available to all employees whose place of work is based in ERYC accommodation. Within the Bridlington Office a specific area has been dedicated to displaying Health and Safety Information. It is the responsibility of the Chief Officer to ensure these are updated.
- (c) It is the responsibility of the Chief Officer to ensure that employees receive all necessary Health and Safety information regarding the maintenance of a safe and healthy working environment and work processes. This should include the whereabouts of risk assessments, assessments required under the COSHH regulations, manual handling assessments and any other information that may be necessary for them to undertake their work activities safely.

3.2 Inspections

- (a) It is the responsibility of the Chief Officer to ensure that inspections of all procedures and equipment, which contribute to the Health and Safety and Welfare of employees, are inspected and reviewed at regular intervals. This interval shall be no more than 3 months.
- (b) The Deputy CO supports the CO in ensuring that inspections of all procedures and equipment, which contribute to the Health and Safety and Welfare of employees, engaged in both offshore and land-based activities are reviewed at regular intervals.

3.3 Statutory Inspections

- (a) Electrical Inspections shall be carried out on an annual basis, with regard to all portable electrical equipment contained within ERYC accommodation, in accordance with the ERYC Policy and The Electricity at Work Act 1989.
- (b) Inspections of office accommodation provided by ERYC shall be conducted according to the ERYC Health and Safety Policy.

3.4 Routine Examinations/Maintenance of Equipment

- a) The Chief Officer is responsible for ensuring that delegated managers fulfil their obligations to routinely examine and maintain work equipment within their designated area of responsibility.

- b) The Offshore Operations Manager (OOM) is responsible for overall maintenance of the Patrol Vessel and RIB, including any other vessels owned and operated by the Authority and all associated equipment. The Mate and Engineers shall assist the OOM as required to ensure that maintenance schedules as specified by manufacturers and supplied with equipment /machinery, are followed at all times. In addition to the manufacturer's recommendations Daily, Weekly, and Monthly checks and inspections shall be undertaken which shall include all systems, machinery and equipment on both the Patrol Vessel and RIB and all associated equipment. These inspections shall include all items, which are detailed on the pre-printed checklists supplied for the recording of this information. In respect to any land-based vessels it is the responsibility of all staff using any vessel to ensure that all routine mandatory inspections and checks are adhered to.
- c) It is the responsibility of all staff who have been issued work equipment/PPE to ensure they are maintained in a safe working condition and that basic maintenance schedules are followed correctly.

3.5 Safe Systems and Methods of Work

- (a) The Chief Officer and Line Managers are in the best position to ensure that procedures are in place for all working practices and systems. It is the responsibility of all Managers to ensure that Health and Safety rules are observed. The reviewing, and where appropriate, amending of work practices and risk assessments will be undertaken where a need for improvement is identified ensuring that the health and safety of all employees and any others who may be affected by the work activity are maintained.
- (b) Such procedures must be brought to the attention of employees and it is best practice to ensure that employees provide written acknowledgement to say that they have been informed and agree to them. The Chief Officer shall keep these records.

A detailed list of all safe working practices and procedures for work activities are contained within the 'NEIFCA Safe Working Practices Booklet'.

3.6 Management of Health and Safety at Work Regulations 1999

- (a) In satisfying its responsibilities to provide and maintain a safe and healthy working environment the NEIFCA will seek to identify potential hazards. The CO and line managers will carry out Risk Assessments of known hazards and activities and discuss them with relevant employees before work commences. Copies of Risk Assessments will be supplied to each employee upon appointment.
- (b) Legislation requires the NEIFCA to carry out assessments on all tasks, operations and work practices and environmental factors where there is a risk to the Health and Safety of employees and members of the public. In this exercise particular attention should be paid to young persons, women of childbearing age, new and expectant mothers and work related stress.
- (c) The NEIFCA will also analyse reports of incidents and take remedial action to ensure that similar occurrences are avoided in the future. Risk Assessments will be reviewed after any accident or incident and revised as necessary.

A detailed list of all Risk Assessments are maintained.

3.7 Manual Handling Regulations

The Chief Officer will ensure that managers carry out risk assessments on all employees who undertake manual handling and that appropriate action is taken to address any identified hazards. All staff will be trained in manual handling procedures.

Where the general assessment of risk indicates the possibility of risk to employees from the manual handling of loads the NEIFCA will follow the present regulations to ensure:

- 1) Avoid hazardous manual handling operations so far as is reasonably practicable by re-designing the task or mechanising the process.
- 2) Assessing any hazardous manual handling operations that cannot be avoided
- 3) Reduce the risk – making improvements to the task, load and working environment
- 4) Ensure that the introduction of control measures to reduce the risk does not present any new risks.

3.8 Control of Substances Hazardous to Health (COSHH)

Prior to any substance being purchased and supplied for use the NEIFCA will ensure that an adequate assessment is made of the risks to health connected with the use of that substance. Such steps are necessary to safeguard the health of employees and others that may be affected. Copies of COSHH assessments will be kept readily available at work locations.

Where there is no assessment in place on a substance, such measures should be taken to ensure the isolation of that substance before any intended use. All substances will be assessed using the material safety data sheet supplied with the specific substance.

The Offshore Operations Manager will be the nominated COSHH officer for the use of all substances pertaining to the operation of NEG III and any other vessel owned and operated by the Authority. As such he will be responsible for ensuring that all substances used on board such vessels are subject to a COSHH assessment before use and that all control measures put in place are adhered to at all times.

3.9 Violence, Challenging Behavior and Working Alone in Safety.

The Chief Officer will ensure that managers carry out risk assessments for all employees who may be subject to violent and challenging behaviour, and those who are required to work alone, and that appropriate action is taken to address any identified hazards.

Further information and operating procedures are contained within the 'NEIFCA Safe Working Practices Booklet'.

3.10 First Aid at Work Regulations

- (a) It is NEIFCA policy in accordance with the Health and Safety (First Aid) Regulations and current maritime regulations to provide suitable persons as adequate and appropriate for rendering first aid.
- (b) As a minimum all staff must undertake a basic One Day First Aid Course. In addition to this all seagoing staff will be trained in Emergency First Aid at Work (STCW Approved).

- (c) All shore based staff shall have access to First Aid kits and the patrol vessels will carry a First Aid kit in line with current maritime legislation requirements.
- (d) The ERYC Corporate Resources Directorate Health and Safety Policy provides adequate provision for NEIFCA personnel located in ERYC accommodation.

3.11 Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

In order for the NEIFCA to discharge its statutory duties of keeping the Health and Safety Executive informed of accidents and dangerous occurrences, the Chief Officer will ensure that adequate records are maintained in accordance with the NEIFCA Policy on accident and incident reporting.

Further information on the NEIFCA Accident Reporting Procedure is contained within the 'NEIFCA Safe Working Practices Booklet'.

3.12 Personal Protective Equipment at Work Regulations

The main requirement of the PPE at Work Regulations is that personal protective equipment is to be supplied by the employer and used by the employee wherever there are risks to health and safety that cannot be adequately controlled in other ways.

The Chief Officer will ensure that risk assessments are carried out on all activities and that appropriate PPE is issued. The Chief Officer will also ensure that such equipment is properly assessed to its suitability, is maintained and stored properly and sufficient training is given to employees on its correct use.

Employees must ensure that PPE issued to them is maintained and kept in good working order. The manufacturers maintenance schedule should be followed as instructed and training/instruction will be given for this. For more intricate repairs, items will be returned to specialists.

If any employee feels that their personal provision of appropriate PPE is lacking they must bring that to the attention of their immediate line manager.

3.13 Display Screen Equipment Regulations

The Chief Officer will ensure that risk assessments are carried out with all employees who use display screen equipment, and that appropriate action is taken to address any identified hazards.

Further information on DSE assessments is contained within the 'NEIFCA Safe Working Practices Booklet'.

3.14 Provision and Use of Work Equipment Regulations

The manufacturer and supplier bear the responsibility to ensure, so far as is reasonably practicable, that the article is so designed and constructed as to be safe and without risk to health when properly used. They must provide instructions to the purchaser as to the way in which the article may be used safely.

The Chief Officer will ensure that all machinery, plant, tools and equipment are used according to the manufacturer's recommendations and in line with any other statutory requirements/guidelines. It is the responsibility of line managers to address any shortcomings in that area.

3.15 Lifting Operations and Lifting Equipment Regulations

The Chief Officer will ensure that all equipment falling within the scope of these regulations is purchased, used and maintained in accordance with the schedules detailed within these regulations.

3.16 The Working at Height Regulations

The Chief Officer will ensure that all work activities falling within the scope of these regulations is properly assessed and appropriate measures taken to ensure the risk and threat to any employee is adequately controlled.

3.17 Driving at Work

NEIFCA has a responsibility under the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health and safety of employees while at work. There is also a requirement that others are not put at risk by your work-related driving activities. The Management of Health and Safety at Work Regulations 1999 state that the NEIFCA has a responsibility to carry out an assessment of the risks from driving to the health and safety of employees, while they are at work and to other people who may be affected by their activities. To this end, the Chief Officer will ensure that adequate assessments are made on all aspects of work related driving activities.

A detailed list of all safe working practices and procedures for use of Authority and Officers vehicles are contained within the 'NEIFCA Safe Working practices Booklet'.

3.18 Patrol Vessels Emergency Procedures

- a) All employees are to undertake training in sea survival, fire fighting and first aid.
- b) All the locations of fire extinguishers and other safety equipment on board the vessels are to be noted and each officer and visitor will be inducted as to the safety systems and equipment on board NEG III and any other vessel owned and operated by the Authority. Staff must have access to instructions for use of equipment such as pyrotechnics and regular safety drills must be carried out.

3.19 Health and Safety Monitoring

- (a) In recognition of its own Safety Policy, the NEIFCA shall institute a system designed to facilitate employer/employee consultation to take place regarding all aspects of Health and Safety at work. To this end the NEIFCA has formulated a structure for dealing with matters relating to Health and Safety.
- (b) Staff team meetings will be held, as a minimum, every three months.
- (c) There will be a Health and Safety meeting held after each staff meeting. Any member of the team may forward items for the agenda. All employees will be regarded as being members of this Health and safety group. In addition, Health and Safety provisions will be reviewed at

regular senior management team meetings held throughout the year. The senior management team comprises of the Chief Officer, Offshore Operations Manager, First Mate, First Engineer, Land based Operations Manager, Environmental and Scientific Manager and Operational Support Manager.

- (d) The Chief Officer will ensure that an accurate written record of all proceedings are kept.

Part 4 Health and Safety Training

- (a) All employees shall be instructed as to possible hazards in their areas of work and shall receive necessary training to enable them to carry out their duties safely and efficiently.
- (b) It is essential that all officers responsible for health and safety issues discharge their duties to the best of their ability. With this in mind, a training programme has been set up and it is essential that line managers through the Employee appraisal process identify and ensure that all relevant officers receive adequate training.
- (c) All general health and safety training shall be booked through the Authority's Operational Support Manager who shall arrange such training with the central training unit (ERYC) or through external providers and keep a central record of all training.
- (d) It shall be the responsibility of line managers to ensure that health and safety induction training is undertaken on the new starters first day.
- (e) Employees shall be provided with adequate and appropriate health and safety training and instruction on being exposed to new or increased risks because of:-
- Being transferred or given a change in responsibilities
 - The introduction of new equipment or change to equipment already in use
 - The introduction of new technology
 - The introduction of new practices, or a new system of work, or changes to an existing system

Contact Officer:
Chief Officer
Tel: 07771936501



North Eastern Inshore Fisheries & Conservation Authority

Operational Risk Assessments 2024

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Hazards				Initial Risk			Controls			Residual Risk		
				HP	L	R				HP	L	R
1	Access and egress to car park with vehicle	3	1	3	Follow Safe System of Work 'Driving at Work' (SSB1.10) & (SSB1.16)	2	1	2				
2	Access and egress to shellfish beds - disorientation from weather conditions, stranded in mud or sand	5	3	15	Implement lone working procedure for all surveys (See SSB4), Follow Safe System of Work for surveys (SSB1.11)	5	2	10				
3	Stranded by tides	5	3	15	Follow Safe System of Work for Surveys (SSB1.11)	5	2	10				
4	Stuck in mud/sand	2	3	6	Follow Safe System of Work for Surveys (SSB1.11)	2	2	4				
5	Disorientation by Fog/Precipitation	3	3	9	Follow Safe System of Work for Surveys (SSB1.11)	3	2	6				
6	Slip/Fall resulting in stranding	4	2	8	Follow Safe System of Work for Surveys (SSB1.11)	3	1	3				
7	Minor cut from collection of samples	3	2	6	Follow Safe System of Work for Surveys (SSB1.11)	2	2	4				

Hazards				Initial Risk			Controls			Residual Risk		
				HP	L	R				HP	L	R
1	QUAYSIDE: Lifting Injuries from fish boxes, movement of gear	3	2	6	Follow Safe System of Work for Lifting and Handling (SSB7)	2	2	4				
2	QUAYSIDE: Crushing/Cutting injuries from shellfish	2	2	4	Follow Safe System of Work Handling Catch/Fishing Gear (SSB1.2)	2	1	2				
3	QUAYSIDE: Bacterial/Viral Contamination (Weils Disease)	4	1	4	Follow Safe System of Work Handling Catch/Fishing Gear (SSB1.2)	3	1	3				
4	QUAYSIDE: Collision with vehicles operating in area such as forklifts	4	3	12	Follow Safe System of Work for Quayside Working (SSB1.1)	4	2	8				
5	QUAYSIDE: Injury from derricks/cranes unloading/loading catch	3	2	6	Follow Safe System of Work for Quayside Working (SSB1.1)	3	1	3				
6	QUAYSIDE: Slip/Trip/Fall	3	2	6	Follow Safe System of Work for Quayside Working (SSB1.1)	3	1	3				
7	QUAYSIDE: Fall into water from quayside	4	2	8	Follow Safe System of Work for Quayside Working (SSB1.1)	4	1	4				
8	QUAYSIDE: Access/Egress to vessel in harbour/quayside	3	3	9	Follow Safe System of Work for Boarding/Disembarking Vessels in Harbour (SSB1.3)	3	2	6				
9	QUAYSIDE: On board vessel, working deck machinery	3	2	6	Follow Safe System of Work for Working on Board Vessels at Sea (SSB1.9)	3	1	3				
10	QUAYSIDE: On board vessel, inspecting fish hold, hatch covers	3	2	6	Follow Safe System of Work for Working on Board Vessels at Sea (SSB1.9)	3	1	3				
9	AT SEA: Access/Egress to vessel at sea	4	3	12	Follow Safe System of Work for Boarding/Disembarking Vessels at Sea (SSB1.4)	3	2	6				
10	AT SEA: Fire on board vessel	5	1	5	Follow Safe System of Work for Working on Board Vessels at Sea (SSB1.9)	3	1	3				
11	AT SEA: Working deck machinery on fishing vessel	3	3	9	Follow Safe System of Work for Working on Board Vessels at Sea (SSB1.9)	3	2	6				
12	AT SEA: Hauling/shooting operation on board fishing vessel	3	2	6	Follow Safe System of Work for Working on Board Vessels at Sea (SSB1.9)	3	1	3				
13	AT SEA: Slip/Trip/Fall	3	3	9	Follow Safe System of Work for Working on Board Vessels at Sea (SSB1.9)	3	2	6				
14	AT SEA: Lifting Injuries from fish boxes, movement of gear	3	2	6	Follow Safe System of Work for Lifting and Handling (SSB7)	2	2	4				
15	AT SEA:Crushing/Cutting injuries from shellfish	2	2	4	Follow Safe System of Work Handling Catch/Fishing Gear (SSB1.2)	2	1	2				
16	QUAYSIDE OR AT SEA: Threatening Behaviour/Violence and/or Intimidation	3	3	9	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)	3	2	6				

Hazards				Initial Risk			Controls			Residual Risk		
	HP	L	R									
1	Access and egress to premises with vehicle	3	2	6	Follow Safe System of Work 'Driving at Work' (SSB1.10)			2	1	2		
2	Access and egress to premises	3	2	6	Follow Safe System of Work for Inspection of Premises (SSB1.14)			2	2	4		
3	Crushing/Cutting from Shellfish	2	2	4	Follow Safe System of Work for Inspection of Premises (SSB1.14)			2	1	2		
4	Cold Rooms/ Locked In/Exposure	3	2	6	Follow Safe System of Work for Inspection of Premises (SSB1.14)			3	1	3		
5	Slip/Trip/Fall	3	2	6	Follow Safe System of Work for Inspection of Premises (SSB1.14)			3	1	3		
6	Injury from working machinery/forklifts	3	2	6	Follow Safe System of Work for Inspection of Premises (SSB1.14)			3	1	3		
7	Lifting Injuries	3	2	6	Follow Safe System of Work for Lifting and Handling (SSB1.7)			2	2	4		
8	Contamination of Food Products	3	2	6	Follow Safe System of Work for Inspection of Premises (SSB1.14)			3	1	3		
9	Fire/Emergency Procedures	3	1	3	Follow Safe System of Work for Inspection of Premises (SSB1.14)			2	1	2		
10	Threatening Behaviour/Violence and/or Intimidation	3	3	9	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)			3	2	6		

Hazards				Initial Risk			Controls			Residual Risk		
	HP	L	R									
1	Violence towards Officer	3	3	9	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)			3	2	6		
2	Intimidation and/or threats	2	4	8	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)			2	3	6		

Help		Risk Assessment										
TASK OR WORK OPERATION		Task Description Inspection by officers of vehicles used for transporting fish/shellfish etc.										
Assessor D McCandless		Assessment Date 29/01/2024		Adjacent people and jobs that might be affected by this work Fishermen/Private individuals						Employees at Risk All		
Assessment No. RA5		Re-Assessment Date 31/01/2025										
Hazards		Initial Risk			Controls					Residual Risk		
		HP	L	R						HP	L	R
1	location of inspection -other traffic	3	2	6	Follow Safe System of Work for Inspection of Vehicles (SSB1.16)					3	1	3
2	Locked into vehicle/moving away	3	1	3	Follow Safe System of Work for Inspection of Vehicles (SSB1.16)					2	1	2
3	Crush injury to feet from moving vehicle	3	1	3	Follow Safe System of Work for Inspection of Vehicles (SSB1.16)					2	1	2
4	Hit by vehicle moving away at speed	4	2	8	Follow Safe System of Work for Inspection of Vehicles (SSB1.16)					3	1	3
5	Following a vehicle in officers car - traffic accident	3	2	6	Follow Safe System of Work for Inspection of Vehicles (SSB1.16) & Driving At Work (SSB1.10)					3	1	3
6	Locked in a refrigeration vehicle	3	1	3	Follow Safe System of Work for Inspection of Vehicles (SSB1.16)					2	1	2
7	Access to vehicle at height i.e vivier lorry and falling	3	2	6	Follow Safe System of Work for Inspection of Vehicles (SSB1.16)					3	1	3
8	Hit by vehicle in officers car.	3	2	6	Follow Safe System of Work for Inspection of Vehicles (SSB1.16) & Driving at Work (SSB1.10)					2	1	2
9	Violence towards Officer	3	3	9	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)					3	2	6
10	Intimidation and/or threats	2	4	8	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)					2	3	6

Help		Risk Assessment										
TASK OR WORK OPERATION		Task Description Officers are expected in many work situations to be working alone. Where this is the case this assessment aims to identify those places or situations officers might be in where working alone could be hazardous										
Assessor D McCandless		Assessment Date 29/01/2024		Adjacent people and jobs that might be affected by this work None identified						Employees at Risk All		
Assessment No. RA6		Re-Assessment Date 31/01/2025										
Hazards		Initial Risk			Controls					Residual Risk		
		HP	L	R						HP	L	R
1	Inspection of person unknown	3	2	6	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)					2	2	4
2	Working outside normal office hours	2	2	4	Follow procedure for 'Working Alone in Safety' (SSB4)					2	1	2
3	Working in a remote location	3	2	6	Follow procedure for 'Working Alone in Safety' (SSB4)					2	2	4
4	Inspection of person known with potential for conflict	3	3	9	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)					3	1	3
5	Violence towards Officer	3	3	9	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)					3	2	6
6	Intimidation and/or threats	2	4	8	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)					2	3	6

Help				Risk Assessment					
TASK OR WORK OPERATION				Task Description					
Assessor D McCandless				Project Officers are expected to undertake routine discard surveys collating biological sampling data. These surveys are conducted on-board fishing vessels at sea.					
Assessment No. RA7				Assessment Date 29/01/2024					
Employees at Risk Project Officers				Re-Assessment Date 31/01/2025					
				Adjacent people and jobs that might be affected by this work					
				Fishermen					
Hazards		Initial Risk		Controls		Residual Risk			
		HP	L	R			HP	L	R
1	QUAYSIDE: Access/Egress to vessel in harbour/quayside	3	3	9	Follow Safe System of Work for Boarding/Disembarking Vessels in Harbour (SSB1.3)		3	2	6
2	AT SEA: Fire on board vessel	5	1	5	Follow Safe System of Work for Working on Board Vessels at Sea (SSB1.9) Follow Safe System of Work for Discard Surveys (SSB1.13)		3	1	3
3	AT SEA: Working deck machinery on fishing vessel	3	3	9	Follow Safe System of Work for Working on Board Vessels at Sea (SSB1.9) Follow Safe System of Work for Discard Surveys (SSB1.13)		3	2	6
4	AT SEA: Hauling/shooting operation on board fishing vessel	5	2	10	Follow Safe System of Work for Working on Board Vessels at Sea (SSB1.9) Follow Safe System of Work for Discard Surveys (SSB1.13)		5	1	5
5	AT SEA: Slip/Trip/Fall	3	3	9	Follow Safe System of Work for Working on Board Vessels at Sea (SSB1.9) Follow Safe System of Work for Discard Surveys (SSB1.13)		3	2	6
6	AT SEA: Lifting Injuries from fish boxes, movement of gear	3	2	6	Follow Safe System of Work for Lifting and Handling (SSB7)		2	2	4
7	AT SEA: Crushing/Cutting injuries from shellfish	2	3	6	Follow Safe System of Work Handling Catch/Fishing Gear (SSB1.2)		2	2	4
8	AT SEA: Falling overboard	5	2	10	Follow Safe System of Work for Discard Surveys (SSB1.13)		5	1	5
9	Capsize of Vessel	5	2	10	Follow Safe System of Work for Discard Surveys (SSB1.13)		5	1	5
10	Ingress of Water on vessel	5	2	10	Follow Safe System of Work for Discard Surveys (SSB1.13)		5	1	5
	Collision	5	1	5	Follow Safe System of Work for Discard Surveys (SSB1.13)		4	1	4

Help				Risk Assessment					
TASK OR WORK OPERATION				Task Description					
Launching of RIB with vehicle and trailer				On occasions RIB is required to be launched from specific locations using a vehicle/trailer.					
Assessor D McCandless				Assessment Date 29/01/2024					
Assessment No. RA8				Re-Assessment Date 31/01/2025					
Employees at Risk ALL				Adjacent people and jobs that might be affected by this work					
				Fishermen/members of public					
Hazards		Initial Risk		Controls		Residual Risk			
		HP	L	R			HP	L	R
1	Transportation - Vehicle defective Road Traffic Accident (RTA).	5	2	10	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		5	1	5
2	Transportation - Insecure/unstable loading (RTA)	4	2	8	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		4	1	4
3	Access/Egress from site- vehicle stuck in sand/mud	3	3	9	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		3	1	3
4	Launching - Foot injuries/hit by trailer on recovery	3	2	6	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		3	1	3
5	Recovery - Foot injuries/hit by trailer/ropes under tension	3	2	6	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		3	1	3
6	Slip/Trip/Fall	3	2	6	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		3	1	3
7	Launching - injuries to hands using hand winch on trailer	3	1	3	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		2	1	2
8	Recovery - injuries to hands using hand winch on trailer	3	1	3	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		2	1	2

Help

Risk Assessment

TASK OR WORK OPERATION

Task Description
Accessing the deck area of NEG III and general risk associated with using deck equipment including haulers, winches and survey equipment.

Assessor
D McCandless

Assessment No.
RA9

Assessment Date
29/01/2024

Re-Assessment Date
31/01/2025

Employees at Risk
All Offshore personnel

Adjacent people and jobs that might be affected by this work
Potentially visitors to vessel/other vessels/other officers & personnel

	Hazards	Initial Risk			Controls	Residual Risk		
		HP	L	R		HP	L	R
1	Boarding from pontoons/harbour walls onto or off vessel, slipping, falling	5	2	10	Follow Safe Systems of Work Patrol Vessels General Deck Work (SSB1.7)	3	2	6
2	Use of ladders slipping, falling	5	2	10	Follow Safe Systems of Work Patrol Vessels General Deck Work (SSB1.7)	3	2	6
3	Mooring/slipping berth, crush, abrasions, lacerations	4	1	4	Follow Safe Systems of Work Patrol Vessels General Deck Work (SSB1.7)	3	1	3
4	Falling overboard	5	2	10	Follow Safe Systems of Work Patrol Vessels General Deck Work (SSB1.7)	3	2	6
5	Slips/ trips and falls on board	4	2	8	Follow Safe Systems of Work Patrol Vessels General Deck Work (SSB1.7) & Engine Room (SSB1.8)	2	2	4
6	Winches - Crush, abrasions, lacerations	5	3	15	Follow Safe Systems of Work Patrol Vessels General Deck Work (SSB1.7)	5	2	10
7	Haulers - Crush, abrasions, lacerations	5	3	15	Follow Safe Systems of Work Patrol Vessels General Deck Work (SSB1.7)	5	2	10
8	Survey Equipment - Crush, abrasions, lacerations	3	3	9	Follow Safe Systems of Work Patrol Vessels General Deck Work (SSB1.7)	3	2	6
9	Radar - Exposure	2	2	4	Follow Safe Systems of Work Patrol Vessels General Deck Work (SSB1.7)	2	1	2

Hazards		Initial Risk		Controls		Residual Risk		
		HP	L	R				
		HP	L	R	HP	L	R	
1	<p>Loading survey pots onto NEG III. Muscular-skeletal injury is possible from manual handling. Injury is possible if body is hit or trapped by the fishing gear whilst lifting.</p>	3	3	9	<p>A clear plan for moving the gear will be agreed before operations commence.</p> <p>Good communication to be maintained between all staff members throughout operation.</p> <p>Equipment will be stowed and strapped securely in the trailer for safe transport to the vessel and vehicle only driven by staff with valid trailer licence.</p> <p>Pots will be loaded on to NEG III on an appropriate high tide, when the vessel can be moored alongside the quay, as close to the trailer as possible.</p> <p>Crew will ensure vessel is moored securely before moving any fishing gear.</p> <p>Crew members will be divided appropriately between the quayside and the deck of NEG III. Pots will be passed from the quayside using correct lifting techniques.</p> <p>Once on board fishing pots will be stored neatly on deck, with rope and legs flaked correctly, to allow the gear to go overboard smoothly.</p> <p>All crew will be aware of position of fishing gear on deck.</p> <p>All crew will wear appropriate PPE throughout operations, including steel toe capped boots and life jackets.</p>	2	2	4
2	<p>Transporting pots onboard NEG III. Slip / trip on deck could result in cuts, abrasions or head injury. Could also result in man overboard and possible drowning.</p>	5	3	15	<p>Follow Standard Operating Practices for potting surveys. Potting gear will be stored securely on deck before transit.</p> <p>All crew members to be made aware of fishing gears position on the deck of NEG III.</p> <p>Crew members never to work between the fishing pots and the sea.</p> <p>All crew will be wearing appropriate PPE; steel toe capped boots, lifejackets. Crew will be familiar with Man Overboard procedure.</p> <p>Potting surveys will not be carried out if sea and weather conditions are considered too severe.</p>	5	2	10

3	Deploying pots from NEG III. Injury if body parts are hit by gear as it goes overboard. Body parts being hit by gear as it goes overboard could result in cuts, abrasions, head injuries are entanglement and dragged overboard.	5	3	15 Follow Standard Operating Practice for potting surveys. Crew will be familiar with the safety drill procedures, including Man overboard. A full briefing will be carried out prior to the deployment of the pots to cover the safe deployment, operation and recovery of the equipment. Familiarisation for all crew involved with the standard operating procedure. Instruction for all crew involved with the equipment. All crew will be wearing appropriate PPE: steel toe capped boots, lifejackets with knives. Good communication to be maintained between all crew members throughout operation. One crew member will be assigned to deploy the 'ends' of the gear. All other crew member will maintain a safe distance from the gear as it goes overboard. Vessel will maintain a slow, steady speed during deployment of the fishing gear. One crew member will be positioned in the wheelhouse doorway, responsible for maintaining communications between crew member on deck deploying the fishing gear and the skipper. This crew member will maintain constant communication, updating the skipper as pots go overboard. Crew member in the wheelhouse door will alert skipper immediately if gear becomes snagged, allowing the skipper to take safe action i.e. come astern. Crew not to touch pots or related gear (lines, dabs, buoys) during deployment and never position themselves between the pots and the water. All crew to maintain a good distance from the fishing gear as it is being deployed in case of ropes or pots snagging. One crew member will need to cast the ends away and should move to a safe distance away once they have done so. If pots or ropes snag crew are to let the pots go overboard tangled. Pots can then be recovered and redeployed. If pots or ropes snag on a part of the vessel where it is unlikely to detach crew are to immediately alert skipper, so action can be taken. Crew members to never	5	2	10
4	Recovering survey pots from NEG III. Potential for crew member to slip/ go overboard as attempting to recover ends of fleets from the water to the vessel. All hazards could result in a slip/fall on deck and possible cuts, abrasions or head injury. Activity could also result in crew member going overboard and possible drowning.	5	3	15 Crew familiar with Standard Operating Practice for potting survey. Crew will be familiar with the safety drill procedures, including Man overboard. All crew will be wearing appropriate PPE; steel toe capped boots, lifejackets with knives and hard hats if using hauling equipment. Good communication to be maintained between all crew members throughout operation. Crew member recovering the ends of the fleet will use a grapple to catch the line, ensuring both feet are on deck and they are in a secure position. Competent crew member will operate the hauler on the port side of the boat to bring pots aboard. Crew member operating the hauler will pass the pots to the receiver who will empty content of pots. One crew member will be tasked specifically with stacking pots safely on deck, with ropes flaked correctly and pots 'unbent' in accordance with the Standard Operating Practice. Anchors and buoys should be detached and stored correctly once it is safe to do so. All crew to be vigilant when gear is being recovered, ensuring feet do not become tangled in the rope. If this does occur then all hauling crew should be alerted immediately so action can be taken. If during hauling the rope becomes sufficiently taught to stop the hauler, the hauler should be stopped and the skipper notified to enable the vessel to be manoeuvred to lessen the tension on the rope in accordance with the Standard Operating Practice. If any pot has come fast to the seabed, hauling should stop immediately, and the hauler operator should notify the skipper. Dynamic planning will be carried out to establish how the pot will be freed in accordance with Standard Operating Practice. Crew members should never work between the fishing pots/ ropes and the sea. Good communication to be maintained between all deck crew members and skipper. All crew will be wearing appropriate PPE; steel toe capped boots, lifejackets. Crew will be familiar with Man Overboard procedure. Potting operations will not be carried out if	5	2	10
5	Environmental factors such as exposure to extreme heat or cold could cause dehydration, sunburn or hypothermia.	5	4	20 Wear suitable clothing and be prepared for sudden changes in the weather. If working during periods of warm weather, ensure crew members take regular breaks to drink water to stay hydrated, wear a cap, use sunscreen to avoid sunburn on areas of exposed skin. If working during periods of cool weather, ensure crew members take regular breaks to drink warm drinks and wear appropriate layers including thermals if needed. Check weather conditions every two hours.	2	1	2
6	Environmental factors such as fatigue resulting from long survey days.	2	4	8 Ensure crew have regular breaks and have plenty of fluids. If crew members have been or are feeling unwell they should not take part in the survey.	1	4	4

Help				Risk Assessment							
TASK OR WORK OPERATION				Task Description The safe operation of the NEG III is dependant upon the repair and maintenance of equipment within the engine room. Much of this work is undertaken by the PB engineer(s) with the aid of trained and competent crew.							
Assessor D McCandless		Assessment Date 29/01/2024		Adjacent people and jobs that might be affected by this work Contractors							
Assessment No. RA10		Re-Assessment Date 31/01/2025									
Employees at Risk Patrol Boat Engineer/Crew											
Hazards			Initial Risk		Controls			Residual Risk			
			HP	L	R				HP	L	R
1	Injury to officer undertaking maintenance		5	2	10	Follow Safe Systems of Work Patrol Vessel Engine Room (SSB1.8)			4	1	4
2	Maintenance- trapping fingers/clothing		4	2	8	Follow Safe Systems of Work Patrol Vessel Engine Room (SSB1.8)			4	1	4
3	Accumulation of fumes		4	2	8	Follow Safe Systems of Work Patrol Vessel Engine Room (SSB1.8)			3	1	3
4	Use of wrong tools - injury to officer		3	2	6	Follow Safe Systems of Work Patrol Vessel Engine Room (SSB1.8)			3	1	3
5	Fire		5	2	10	Follow Safe Systems of Work Patrol Vessel Engine Room (SSB1.8)			4	2	8
6	Burns to officer from hot machinery		3	2	6	Follow Safe Systems of Work Patrol Vessel Engine Room (SSB1.8)			3	1	3
7	Electric shock from live circuits		4	2	8	Follow Safe Systems of Work Patrol Vessel Engine Room (SSB1.8)			3	1	3
8	Water ingress into engine room - flooding		5	2	10	Follow Safe Systems of Work Patrol Vessel Engine Room (SSB1.8)			3	1	3
9	Engineroom Noise		3	2	6	Follow Safe Systems of Work Patrol Vessel Engine Room (SSB1.8)			3	1	3
10	Slip/Trip/Fall into machinery		4	3	12	Follow Safe Systems of Work Patrol Vessel Engine Room (SSB1.8)			4	1	4

Help				Risk Assessment							
TASK OR WORK OPERATION				Task Description Launching and recovery of the NEG III RIB							
Assessor D McCandless		Assessment Date 29/01/2024		Adjacent people and jobs that might be affected by this work Other staff							
Assessment No. RA11		Re-Assessment Date 31/01/2025									
Employees at Risk Offshore Personnel											
Hazards			Initial Risk		Controls			Residual Risk			
			HP	L	R				HP	L	R
1	Collison with mother ship		4	3	12	Follow Safe Systems of Work Launching and recovery of RIB (SSB1.6)			3	2	6
2	Staff tripping or falling overboard		4	3	12	Follow Safe Systems of Work Launching and recovery of RIB (SSB1.6)			4	2	8
3	Winch or warp failure		1	4	4	Follow Safe Systems of Work Launching and recovery of RIB (SSB1.6)			1	4	4
4	Untrained staff operating winch		5	2	10	Follow Safe Systems of Work Launching and recovery of RIB (SSB1.6) and general deck work (SSB1.7)			4	1	4

Help				Risk Assessment			
TASK OR WORK OPERATION				Task Description			
Assessor D McCandless				RIB's are used by staff at sea to undertake the boarding and inspection of fishing vessels.			
Assessment No. RA12				Assessment Date 29/01/2024			
Employees at Risk All staff				Re-Assessment Date 31/01/2025			
				Adjacent people and jobs that might be affected by this work			
				Fishermen/vessel operators			
Hazards		Initial Risk		Controls		Residual Risk	
	HP	L	R		HP	L	R
1 Engine Fire	4	3	12	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12)	3	2	6
2 Hit Submerged Object	5	3	15	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea	4	2	8
3 Propellor becomes Fouled	2	3	6	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea (SSB1.4)	2	2	4
4 Loss of Power	3	3	9	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12)	3	2	6
5 Damage to RIB from Boarding vessel (unstable)	3	3	9	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea	2	2	4
6 Grounding	3	2	6	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea	3	1	3
7 Collision	3	2	6	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea	3	1	3
8 Boarding: Falling between vessels	5	3	15	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea	5	2	10
9 Coxswain falling overboard	4	2	8	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea	3	1	3
10 Crew member falling overboard	5	2	10	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea	5	1	5
11 Illness to crew	4	1	4	All staff must have a valid medical certificate and also inform senior managers of any health concerns they have before undertaking boarding/RIB operations.	3	1	3
12 Falling inside of RIB	3	3	9	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea	3	2	6
13 Injury to crew from unexpected manoeuvre	3	3	9	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea	3	2	6
14 Capsize of Vessel	4	2	8	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea	4	1	4

Help				Risk Assessment			
TASK OR WORK OPERATION				Task Description			
Assessor D McCandless				NEG III is the primary enforcement vessel of the Authority, this risk assessment covers the safe operation of the vessel at sea, in terms of manning requirements, maintenance and navigation. Separate Risk assessments exist for tasks which the vessel undertakes i.e RIB launching.			
Assessment No. RA13				Assessment Date 29/01/2024			
Employees at Risk All offshore personnel				Re-Assessment Date 31/01/2025			
				Adjacent people and jobs that might be affected by this work			
				Fishermen/vessel operators			
Hazards		Initial Risk		Controls		Residual Risk	
	HP	L	R		HP	L	R
1 Engine Fire	4	2	8	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12) and Patrol Vessel Engine Room (SSB1.8)	4	1	4
2 Hit Submerged Object	3	3	9	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12)	3	2	6
3 Propellor becomes Fouled	4	2	8	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12)	2	2	4
4 Loss of Power	3	2	6	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12) and Patrol Vessel Engine Room (SSB1.8)	3	1	3
6 Grounding	5	1	5	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12)	3	1	3
7 Collision	3	2	6	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12)	3	1	3
8 Illness to crew	4	1	4	All staff must have a valid medical certificate and also inform senior managers of any health concerns they have before undertaking sea patrols.	3	1	3
9 Injury to crew from unexpected manoeuvre	4	2	8	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12)	2	2	4
10 Capsize of Vessel	5	1	5	Follow Safe Systems of Work Operation of Patrol Vessels at Sea	4	1	4
11 Navigation of Vessel	4	2	8	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12)	3	1	3
12 Flooding	5	2	10	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12) and Patrol Vessel Engine Room (SSB1.8)	3	1	3

Hazards				Initial Risk			Controls						Residual Risk		
				HP	L	R							HP	L	R
1	Fatigue	5	2	10	Follow Safe Systems of Work Driving at Work (SSB1.10)						4	1	4		
2	Incllement weather conditions	4	3	12	Follow Safe Systems of Work Driving at Work (SSB1.10)						2	3	6		
3	Use of mobile phone	5	1	5	Follow Safe Systems of Work Driving at Work (SSB1.10)						2	1	2		
4	Defective brakes/tyres	5	2	10	Follow Safe Systems of Work Driving at Work (SSB1.10)						3	1	3		
5	Excessive speed	5	2	10	Follow Safe Systems of Work Driving at Work (SSB1.10)						3	1	3		
6	Not wearing Seatbelts	5	2	10	Follow Safe Systems of Work Driving at Work (SSB1.10)						3	1	3		
7	No MOT/Insurance	5	2	10	Follow Safe Systems of Work Driving at Work (SSB1.10)						3	1	3		

Hazards				Initial Risk			Controls						Residual Risk		
				HP	L	R							HP	L	R
1	Access and egress to survey area with vehicle	2	1	2	Follow Safe System of Work 'Driving at Work (SSB1.10)						2	1	2		
2	Access and egress to survey area - stranded in mud or sand	5	2	10	When undertaking beach seine net work officers must operate in teams of at least three. Implement lone working procedure for all surveys (See SSB5), Follow Safe System of Work for surveys (SSB1.11)						5	1	5		
3	General public contact with survey equipment	2	3	6	Survey area to be clearly marked and manned at all times. Survey equipment to be monitored by staff. Notify local stakeholders where possible.						1	3	3		
4	Slips/Trips/ Falls resulting in injury/stranding/submersion	5	2	10	When deploying a beach seine net, work in pairs, progress slowly and with caution. Implement lone working procedure for all surveys (See SSB5), Follow Safe System of Work for surveys and wear a lifejacket at all times (SSB1.11)						1	5	5		
5	Cuts from collection of samples	3	2	6	Follow Safe System of Work for surveys (SSB1.11)						2	2	4		
6	Stings from weeverfish	3	2	6	If in doubt with regard to positive fish identification seek advice before handling. Do not directly manual handle weeverfish and Follow Safe Systems of Work for Surveys (SSB1.11)						3	1	3		
7	Injury caused from lifting/handling survey equipment	3	2	6	Use of correct manual handling procedure. (SSB7)						2	2	4		
8	Wading out of depth	5	3	15	Only wade out to lower chest height and follow Safe System of Work for Surveys and wear a lifejacket at all times (SSB1.11)						5	2	10		
9	Impact/Collision with staff/public from Vehicle operating on the beach.	5	2	10	Travel at low speeds and keep away from the general public wherever possible. Safe Working practices ATVs SSB1.10						5	1	5		
10	Working in a remote location	3	2	6	When undertaking beach seine net surveys officers must work in teams of at least three. Follow procedure for Working Alone in Safety (SSB5)						2	2	4		
11	Exposure to the elements/ Weather	5	2	10	Ensure use of PPE. Follow Discard survey guidelines (SSB1.13) and only work in settled conditions.						5	1	5		
12	Stranded by tides	5	3	15	Follow Safe Systems of Work for Surveys (SSB1.11)						5	2	10		
	Taken out to sea by tides or currents or swamped by waves	5	3	15	Only undertake the activity in settled conditions. Know the state and type of tide - complete dynamic risk assessment prior to commencing the survey and wear a lifejacket at all times.						5	2	10		
13	Working outside normal office hours	2	2	4	When undertaking on-shore seine net surveys officers must work in teams of at least three. Follow procedure for Working Alone in Safety (SSB5)						2	1	2		

Risk Assessment													
TASK OR WORK OPERATION SUA Operation Onshore			Task Description Take off, operating and landing a Small Unmanned Aircraft (SUA) from land.										
Assessor David McCandless		Assessment Date 23/04/2020		Adjacent people and jobs that might be affected by this work Members of public, property, Vessels									
Assessment No. RA16		Reviewed: 29/01/2024											
Employees at Risk All staff													
Hazards			Initial Risk		Controls					Residual Risk			
			HP	L	R						HP	L	R
1	Near misses or collisions with other aircraft, powerlines, buildings, vessels, wildlife or persons		5	3	15	Undertake pre-flight site assessment, weather and air space checks including NOTAMS as per SUA operations manual. Utilise minimum one flight crew tasked with monitoring of air space for potential incursions and hazards. Adhere to minimum approach distances as per operational permissions. Do not operate in low light or low visibility conditions due to high risk of losing sight of drone or inability to detect hazards. Avoid flying near flocks of birds.					5	2	10
2	Public incursion into take off/landing point.		4	3	12	All flight operations must have required permissions as per SUA operations manual. Operations manual including PICCO, relevant permissions and any other relevant documentation should be available during operations. If risk of public incursion is high, further cordoning off of the area should be undertaken before the flight and additional flight crew used to manage public access to site.					2	2	4
3	Personal injury or property damage from falling drone		5	3	15	Reference SUA operations manual and manufacturers user manual. Before take off ensure the drone has sufficient satellite connections and the controller is correctly paired with the drone. Check sufficient battery charge for both SUA and controller before take off. Once in the air complete a test to ensure the operator has full control of the aircraft. Complete flight including return time and landing with greater than 20% capacity left in the batteries.					5	1	5
4	Personal injury or property damage from falling SUA payload due to improper attachment		5	2	10	Proper maintenance, safe transportation and usage in reference to SUA operations manual and manufacturers user manual. Visual inspection and physical manipulation of payload before flight to ensure secure attachment and full range of expected movements.					5	1	5
5	Damaged LiPo LiHV battery catching fire		5	3	15	Proper maintenance, safe transportation and usage in reference to SUA operations manual and manufacturers user manual. Visual inspection of batteries pre and post flight to identify defects. Store batteries in fire proof LiPo bag, metal cabinet or container or similar. LiPo fires are chemical reactions and difficult to extinguish. A carbon dioxide extinguisher should be available at all times to contain the fire and stop it from spreading. All SUA pilots must have suitable fire fighting training.					4	1	4
6	Fire risk while charging LiPo LiHV battery		5	3	15	Ensure the correct charger, cables and batteries are use. Never leave a charging or discharging battery unattended. Reference SUA operations manual and manufacturers user manual. LiPo fires are chemical reactions and difficult to extinguish. A carbon dioxide extinguisher should be available at all times to contain the fire and stop it from spreading. Any staff undertaking charging must have suitable fire fighting training.					4	1	4
7	Skin burns from battery acids		3	3	9	Visually inspect battery for defects before charging. If battery leakage is detected, do not use and dispose of battery as per manufacturers user manual. Ensure appropriate gloves are worn when handling batteries.					1	3	3
8	Electrical shock from battery during assembly		3	2	6	Ensure drone assembly is conducted in a clean, dry environment away from sources of water or in cover of rain. Reference to SUA operations manual and manufacturers user manual. Ensure the Splashdrone GPS hatch is securely and tightly fastened at the end of assembly to reduce the risk of water penetrating the drone body. Dry Splashdrone before attempting to remove the battery.					3	1	3
9	Burn to hands or fire risk due to overheating of drone		3	2	6	Do not expose drone and battery to direct sunlight for a sustained period of time. Drone operations should not be undertaken outside of safe operational limits as per SUA operations manual and manufacturers user manual. If drone becomes overheated do not attempt to handle until it has sufficiently cooled.					3	1	3
10	Losing control or sight of drone due to environmental conditions causing damage to people or property		4	3	12	Follow guidance in manufacturers user manual and procedures in SUA operations manual regarding environmental condition thresholds to be considered before and during flight. Only undertake flight if within thresholds. If conditions deteriorate during flight, cease operations and return to landing point.					4	1	4
11	Lacerations or bodily harm from drone propeller blades		3	4	12	Ensure propellers are smooth and undamaged before assembly. Ensure drone power is disconnected during assembly. During drone assembly ensure the propellers are fitted correctly in reference to SUA operations manual and manufacturers user manual. Maintain a minimum 30m exclusion zone around the take off and landing point for those not directly involved with flight operations. During take off and landing, pilot and flight crew should maintain a minimum distance of 10m. Do not attempt to launch or receive drone by hand. Ensure pilot and flight crew are positioned upwind and to the side of the drone for take off and landing. During flight maintain visual contact at all times to ensure that SUA does not come within 50m of people or properties/objects that are not under your control or within 150m of a congested area. Do not fly above crowds of more than 100 people. Do not attempt to touch the propeller blades until motors have completely stopped.					3	1	3
12	Pilot incapacitation		5	2	10	Flight operations only to be undertaken with minimum one flight crew in addition to pilot. Undertake pre-flight briefing and assign flight crew responsibilities as per SUA operations manual.					2	2	4

Risk Assessment

TASK OR WORK OPERATION

Assessor
David McCandless

Assessment Date
29/01/2024

Assessment No.
RA17

Reviewed:
31/01/2025

Task Description

With the exception of Sunderland, assessment of the mandatory requirement to wear stab vests within the NEIFCA district

Employees at Risk

All front line operational staff

Adjacent people and jobs that might be affected by this work

Members of public, vessels

	Hazards			Initial Risk	Controls	Residual Risk		
	HP	L	R			HP	L	R
1	Risk of stabbing or attack from a disgruntled fishermen or member of the public	5	2	10	For all ports and areas outside Sunderland, where a separate, site specific risk assessment has been completed, the current risk of a potential stabbing is considered remote. This means that the action priority requires supervision and the general mandatory wearing of stab vests, outside Sunderland is not required at this time. Stab vests are supplied to all staff as an item of standard PPE equipment and active use will remain voluntary and supported by a dynamic risk assessment undertaken by the individual officer having taken account of any changing circumstances on the ground or potentially resulting from any planned enforcement actions. The overall risk of a stabbing occurring within the NEIFCA district will remain under continuous review and if there are any changes in that risk level the control status will be reviewed.	3	2	6

Risk Assessment

TASK OR WORK OPERATION

Assessor
David

Assessment Date
29/01/2024

Assessment No.
RA17a

Reviewed:
31/01/2025

Task Description

Sunderland, assessment of the mandatory requirement to wear stab vests.

Employees at Risk

All front line operational staff

Adjacent people and jobs that might be affected by this work

Members of public, vessels

Hazards	Initial Risk			Controls	Residual Risk		
	HP	L	R		HP	L	R
1 Risk of stabbing or attack from a disgruntled fishermen or member of the public	5	2	10	Following recent intelligence at Sunderland, the likelihood of potential stabbing has been downgraded to remote and in line with the rest of the NEIFCA district the action priority requires supervision and the general mandatory wearing of stab vests at Sunderland is no longer required at this time. Stab vests are supplied to all staff as an item of standard PPE equipment and active use will remain voluntary and supported by a dynamic risk assessment undertaken by the individual officer having taken account of any changing circumstances on the ground or potentially resulting from any planned enforcement actions. The overall risk of a stabbing occurring at Sunderland will remain under continuous review and if there are any changes in that risk level the control status will be reviewed.	3	2	6



NEIFCA

SAFE WORKING
PRACTICES

2024/2025

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SSB 1 – Safe Systems/Procedures of Work

SSB1.1 Quayside Working

- 1) Officers must always have in their possession a work issued operational mobile phone. That phone must be fully charged and all associated operational software, such as tracking and lone working facilities, must be activated.
- 2) When working outside of normal work times 2200 – 0400 Officers working alone must implement the Lone Working Procedure.
- 3) Officers must wear appropriate non-slip, safety footwear.
- 4) Where the possibility of falling into the water exists officers must wear a buoyancy device.
- 5) Any objects such as trawl nets, fish boxes, containers and other heavy objects should be lifted in accordance with manual handling techniques.
- 6) Beware at all times of forklifts, trolleys, derricks or any other type of mechanised fish handling/weighing equipment. Inspections should be carried out in safe areas away from such equipment/machinery.
- 7) When walking/moving along the quay be aware of any spillages/fish slime/ice and the slipping threat they pose. Be aware of any loose ropes/wires.
- 8) Protective ‘stab’ vests are provided to all officers as a standard item of personal protective equipment. The active use of the vest currently remains at the discretion of the officer and should be based on a dynamic risk assessment made at the time.

SSB1.2 Handling Catch/Fishing Gear

- 1) When measuring shellfish or whitefish ensure standard handling practices are followed at all times.
- 2) When handling fishing gear always wear non-slip, safety footwear.
- 3) Any objects such as trawl nets, fish boxes, containers and other heavy objects should be lifted in accordance with manual handling techniques
- 4) Some areas inspected can be subject to contamination by rats (Weils Disease), all employees are advised to cover any cuts and abrasions and wear protective gloves in such situations. Hands must be washed or sanitised at the earliest opportunity following such inspections and hand sanitiser is provided to all staff.

SSB1.3 Boarding/Disembarking Vessels in Harbour

- 1) The employees own discretion must dictate whether or not it is safe to board a fishing vessel from the quay, having regard to the fact that, in doubtful circumstances, the skipper or crew should be invited to assist and facilitate a safe boarding. Slack mooring ropes, which may allow the boat to move away from the quay and stowed fishing gear, such as trawls and dredges are potential hazards to note.
- 2) Where practicable, an employee should tell a fellow employee when they are about to board a vessel moored alongside a quayside.
- 3) When boarding or crossing from vessel to vessel, extreme care must be taken. Officers must wear non-slip footwear and a lifejacket/ buoyancy aid.

- 4) Quayside ladders are frequently in a dilapidated state, so therefore can be unsafe. Visual and physical checks should be carried out before descending any harbour ladder.
- 5) When using ladders, it can be very dangerous to carry any gear one-handed. Gear and equipment should be hung safely around the shoulders or lowered by rope.
- 6) Do not board vessels when derricks are being raised or lowered, or when a weight is being swung.
- 7) Sharp, pointed equipment and knives can be dangerous items when clambering over vessels or up and down ladders. All such items should be placed in a strong bag or safe pockets.
- 8) Particular care must be exercised when fishing gear is being handled on the vessel, or fish boxes are being loaded/unloaded.

SSB1.4 Boarding/Disembarking Vessels at Sea

Equipment and Clothing

- 1) Whenever an employee is operating in a RIB, they must wear an automatic lifejacket.
- 2) Suitable waterproof clothing.
- 3) Non-slip footwear.
- 4) Lower back support belts are provided to all employees, operating in a RIB, as part of standard issue PPE.
- 5) Helmets must be worn at all times when embarking and disembarking from a RIB.
- 6) A portable radio should always be taken by the boarding officer.
- 7) The coxswain should ensure that kill cords are connected and operational at all times.

Use of RIB

- 1) The RIB coxswain should be fully aware that the safety of himself and the crew are paramount.
- 2) The coxswain is in charge of the vessel and must ensure that at all times when travelling at speed or manoeuvring the crew are not in danger of falling and must be seated safely.
- 3) The coxswain must make it clear to everyone their intended manoeuvres.
- 4) The coxswain and crew must maintain an effective lookout at all times.
- 5) Regard must be given to the location of boarding in shallow inshore areas which may result in grounding of the RIB.
- 6) Regard must be given to the type of vessel being boarded, its gear and likely manoeuvres during the approach. Particular care should be paid to pair team operations.
- 7) Whether or not gear is being worked from the side you wish to board should be assessed before boarding.
- 8) On larger fishing vessels, the large freeboard and awkward access may dictate that good communications with the skipper are paramount, so that he may instruct his crew to help the boarding officer to embark and disembark.
- 9) Access and pilot ladders must be used with extreme caution. They may not be adequately maintained or secured.

- 10) If deemed prudent by the boarding officer, the boarding phase is to be delayed until the fishing vessel has completed its hauling or shooting operation and is stopped in the water.
- 11) As far as possible, the boarding position must be away from propellers, discharges, moving machinery and running gear secured outboard and other obstructions.
- 12) When using any stand-alone RIB the lone working policy must be implemented
- 13) When using a stand-alone RIB reliable weather forecasts should be obtained prior to the patrol commencing.

Weather Conditions

After discussion between the patrol boat skipper, the coxswain, crew or designated person in charge, it will be mutually decided, if the prevailing weather, visibility, and sea conditions are acceptable, to undertake boardings. The possibility of further weather deterioration must be borne in mind. Generally, if there is any doubt about the transfer, it should be aborted. The safety of all staff is paramount at all times.

SSB1.5 Launching Vessels with Vehicles

General

- 1) All drivers of any Authority vehicles must hold full DVLA licences and be 25 years of age
- 2) All drivers of Authority vehicles for the purposes of launching any vessel must be fully conversant with 4 x 4 vehicles, competent in towing a trailer and hold the necessary licence endorsements, if required, or be authorised by the CO or Deputy CO.
- 3) All staff must be trained in and follow correct manual handling techniques.
- 4) All staff must wear protective footwear whilst launching and recovering any vessel.

Launching and Recovery of Vessels from the Shore

Launching and recovery of vessels from the shore must only be undertaken upon the authorisation and instruction of the senior officer present on the day.

Authority vessels must not be launched or recovered at any site except those carrying specific authorisation.

- 1) Launching must only take place following a full risk assessment of the site. This should also include a full assessment of prevailing and projected weather conditions and the state of the tide. Such assessments will form part of a standardised 'check sheet' and the senior officer must be able to demonstrate that they have taken place.
- 2) The final decision to launch will be taken by the senior officer. If any crew member has concerns or queries these must be brought to the attention of the senior officer prior to launching. **If there is any doubt the launch must be aborted.**

- 3) Prior to launching and recovery of any vessel, staff must be fully briefed and if necessary de-briefed. The senior officer must be able to demonstrate that such briefings have taken place.
- 4) Operation of any vehicle during launching and recovery must only be undertaken by trained personnel.
- 5) Where any launch is conducted the officer responsible for releasing the RIB from the trailer will be in charge of the launch procedure, he must ensure verbal communication is maintained with all staff during the launch procedure.
- 6) The vessel must remain secured to the trailer until it is launched.

Towing

Whenever the towing of the trailer is undertaken the following checks must be completed:

- 1) Brakes Operational
- 2) Tyres correctly inflated and turning freely
- 3) Light board operational and secure
- 4) Number plate mounted and correct
- 5) Boat adequately secured to trailer and ancillary equipment safely stored
- 6) Bilge water removed
- 7) Propellers guarded where necessary
- 8) No additional equipment loose or stored in boat that would cause instability or overloading
- 9) Brake activation cord attached to vehicle and 'deadman's' chain secured
- 10) Jockey wheel raised and securely stowed.

Maintenance

It is the responsibility of senior management to ensure the vehicle and trailer are serviced in line with the manufacturer's recommendations. It is the employee's responsibility to ensure all maintenance and equipment checks are carried out prior to any launching procedure.

Safety Equipment

All mandatory pre-launch and post-launch checks must be completed for each trip detailed on respective lists. These lists contain detailed checklists on towing and maintaining the RIB and associated equipment, as well as detailed lists of all safety equipment and items to be carried on board the vessel for all operations. All safety equipment must, as a minimum, be checked and inspected on a monthly basis. It is the responsibility of the senior officer to ensure that such checks have taken place prior to launching.

SSB1.6 Launching & Recovering the RIB (NEG III)

Launching RIB from NEG III

- 1) Key personnel involved in launching and recovery operations are skipper, RIB coxswain and winch operator, both RIB coxswain and winch operator to be nominated by the skipper of NEG III and both to be fully trained and competent in the correct procedures.

- 2) RIB is only to be launched when skipper and RIB coxswain are satisfied as to the suitability of prevailing sea conditions.
- 3) All personnel must follow instructions given by the winch operator.
- 4) Before beginning launching operations, RIB coxswain and his/her crew must be fully dressed in all safety clothing and equipment and to have taken up their positions aboard the RIB, RIB engine must be checked and ready to start
- 5) When coxswain and crew are ready to launch, coxswain makes clear signal to winch operator to release safety clip.
- 6) When winch operator has received instructions to release RIB, he must use a bar to release pin, keeping well clear of quick release mechanism.
- 7) All clips, cables and shackles etc must be regularly inspected for wear and damage.

Recovering RIB from NEG III

- 1) When recovering, RIB to stand off astern of NEG III and await heaving line attachment.
- 2) Designated crew member to connect winch cable.
- 3) Winch cable to be made taught by winch operator and all personnel to be cleared of winching area (ramp)
- 4) RIB engine to be stopped at winch operators signal.
- 5) RIB occupants must stay aboard RIB until the RIB is fully secured on the NEGIII stern ramp.

SSB1.7 Patrol Vessels General Deck Work

- 1) When approaching the vessel from a pontoon care and consideration must be given in any conditions.
- 2) Quayside ladders are often in a neglected state, visual and physical checks should be carried out before descending or ascending any ladder.
- 3) There is to be no-smoking on the patrol vessel or RIB at any time.
- 4) Employees are not to venture onto the fore deck whilst the vessel is underway during inclement weather conditions except in an emergency situation and under the authority of the skipper
- 5) Whenever underway or making way a lifejacket must be worn whilst working on deck.
- 6) Items of equipment and ropes should be made secure at all times when operational.
- 7) All visitors to the vessel/s must undergo a Health and Safety briefing.
- 8) The radar and any other forms of radiation must be switched to standby when any person is aloft or entering a harbour or marina area.
- 9) When general maintenance work is to be undertaken on the wheelhouse roof, the vessel must be within the confines of any harbour or port, or where possible, anchored. Where working aloft is necessary at sea, a safety harness must be used to arrest any possibility of a fall from the roof.
- 10) During mooring/berthing operations staff must always ensure that they have on their person a fully functioning portable radio to enable full communication with the wheelhouse and follow the instructions of the skipper and do not make any ropes fast until instructed to do so by the skipper.
- 11) When disembarking the vessel, staff must ensure they do not jump/leap from the vessel at any time. Always use the access ladders provided.

- 12) All deck machinery including winches and haulers must only be operated by trained experienced staff in accordance with agreed operating procedures. A deck officer will be designated to oversee the safe operation of all equipment.
- 13) All staff and personnel including visitors must follow and comply with all guidance and instruction provided by the designated deck officer.

SSB1.7.1 Patrol Vessels Deck Machinery

ALL WINCHES MUST BE DE-CLUTCHED AT THE END OF EACH OPERATION.

ALL OPERATORS MUST BE AWARE THAT ANY SIMULTANEOUS OPERATION OF OTHER HYDRAULIC EQUIPMENT MAY REDUCE OR INCREASE THE SPEED OF THE MACHINERY THEY ARE OPERATING.

GENERAL SAFETY CONSIDERATIONS RELEVANT TO ALL HYDRAULIC WINCHES AND DECK MACHINERY

All winches and deck machinery are to be operated by trained, confident personnel only, is that you?

Are you fully conversant with this particular winch?

If you are not sure of the operation do not touch any winch controls

Never leave a winch running unattended

Never use the winch from a position where you are stretching to reach the controls.

Have someone else on the controls if necessary

Avoid loose clothing when in area of operation, be careful if using gloves to handle warp or chain

When winches are to be left under load for anytime both clutch and brake should be applied

A visual check should be made of all wires, chains, shackles and running gear before any operation, replace any frayed, stranded or worn equipment

If in doubt seek advice or do not proceed, do not take risks, this is dangerous machinery if not operated correctly in safe conditions

During winch operations particular attention must be given to the load on your winch and to the positions of other personnel onboard the vessel, follow the instructions of the skipper at all times

Use of HIAB on board NEG III.

Only trained and competent employees are permitted to operate the HIAB onboard NEG III using the following operating instructions and they must ensure that all safety and cut-off devices are identified, working and activated:

- 1) The HIAB onboard the NEG III will be tested in line with the certification of lifting equipment regulations and any ancillary equipment has also been fully tested and certified.
- 2) Under no circumstances should the crane be subjected to loads that exceed the limitations shown on the capacity chart supplied with the crane.
- 3) In various places around the crane there are labels to remind of the restrictions, operating instructions, information and technical data. The

location of each is shown for familiarisation purposes. Pay attention to the information on the plates.

- 4) Wear proper personal protective equipment. Wearing of a safety helmet is mandatory
- 5) Carry out a visual check of crane before starting work.
- 6) Stop the crane immediately if any unusual noise is heard, or it functions incorrectly.
- 7) When operations are being carried out using a crew member to secure the load for lifting, it should be this person who gives the signals to be carried out by the operator. As soon as the task of securing the load has been completed, the assistant should move away from the operating area before the load is lifted.
- 8) At the end of crane operations make sure that the crane is stowed in its folded position.
- 9) Operators must always be mindful of the stability and safety of the vessel during any lifting operations.
- 10) Never walk or work under a suspended load.

Operation of trawl winches on board NEG III.

Only trained and competent employees are permitted to operate the trawl winches onboard NEG III using the following operating instructions and they must ensure that all safety and cut-off devices are identified, working and activated:

- 1) **Dog clutch.** This is not to be engaged whilst the main shaft or drum are rotating; the clutch is inched round using the controls and can be easily slid into engagement once the dogs are correctly aligned. For disengagement it is necessary to first apply the brake, and then separate the dog-faces using the reverse controls. The dogs will then easily slide out of the engagement. You will find it virtually impossible to disengage the clutch whilst the dog faces are under load.
- 2) **Manual brake.** This is used to hold any load whilst the winch is stopped. It is also used to pay off wire when shooting the gear, having first disengaged the dog clutch.
- 3) **Limit of travel.** There is no provision for limiting the extent of travel of the winch. Therefore the operator must stop the winch before the load contacts the winch frame. Serious damage may occur if this happens. Also when the load is fully paid out, at least six turns must remain on the winch drum.
- 4) **Guiding-on-gear.** Spool the wire evenly across the drums, trying to build up even layers. When the shackles arrive at the drums endeavour to place them where they will easily come off again. Do not use shackles too large for your gear as this may damage the rollers on the guiding-on-gear.

Anchor winch on board the NEGIII

Only trained and competent employees are permitted to operate the anchor winch onboard NEG III using the following operating instructions and they must ensure that all safety and cut-off devices are identified, working and activated:

- 1) **Safety Notes.** The anchor should not be deployed until clear instruction has been received from the skipper to do so. Operation of this winch must only be undertaken by two personnel. The second person is to be utilised only for observations and communications.
- 2) **Dog clutches.** These are not to be engaged whilst the main shaft or gypsy are rotating, the clutches are inched round using the control valve and can be easily slid into engagement once the dogs are correctly aligned. For disengagement it is necessary to first apply the brake, and then separate the dog faces using the control valve. The dogs will then easily slide out of engagement. You will find it virtually impossible to disengage the clutch whilst the faces are under load.
- 3) **Brakes.** These are used to hold any load whilst the winch is stopped. They are also used to pay off chain when using the anchor, having first disengaged the dog clutches.

Sounder winch on board the NEGIII

Only trained and competent employees are permitted to operate the sounder winch onboard NEG III using the following operating instructions and they must ensure that all safety and cut-off devices are identified, working and activated:

- 1) **Safety Notes.** The operation of this winch must only be undertaken by two personnel the second person is to be utilised only for observations and communications. The operator must ensure that the deck area is clear of all personnel and any potential hazards prior to commencing any operations.

This winch is not clutched and is therefore permanently engaged any movement of the control will result in movement of the winch. There is no mechanical brake on this winch, it is braked hydraulically. The guide on gear is fully automatic on this winch and will move each time the main control is operated.

- 2) The winch control is variable speed in both forward and reverse.
- 3) The wire is slacked away by reversing the winch, do not reverse at excessive speed as this will result in the wire becoming fouled on the drum
- 4) Tension must be kept on the wire at all times to eliminate the gear going fouled.
- 5) This winch has by far greater pulling capacity than the wire has breaking strain so attention must be given to load at all times
- 6) This winch has a hydraulic brake. When the winch is in stop position it will be braked automatically.
- 7) Extreme care must be taken not to damage the cable during operation.

Use of pot/ Net hauler on board the NEGIII

Only trained and competent employees are permitted to operate the pot/net hauler on board NEG III using the following operating instructions and they must ensure that all safety and cut-off devices are identified, working and activated:

- 1) Do not rely on the hauler to hold a suspended load for any length of time; these must be tied off securely to a strong point.
- 2) Great care should be taken if fouled equipment is hauled to the surface.
- 3) Reversing the hauler may cause the rope to release suddenly from the vee wheels, this operation should be only be done at slow speed.
- 4) Ensure any rope on deck is well away from the operator and cannot snag a foot on sudden release.
- 5) When working fishing gear crew members are to be aware of hazards that come with retrieving or shooting of the said gear and where practicable observe safe manual handling techniques and practices.
- 6) When using the hauler to work survey pots all crew members involved should be familiar with and adhere at all times to the supporting Standard Operating Practice.
- 7) Avoid the use of gloves where practicable whilst using the hauler.
- 8) Do not use loose clothing when operating the hauler.

SSB1.8 Patrol Vessel Engine Room

- 1) The engine room vents should be opened before entry into the engine room is permitted.
- 2) Machinery is not to be operated unless manufacturer's safeguards are in place. Machinery (engines) should be allowed to cool before any work is undertaken and safety gloves worn, except in emergency circumstances.
- 3) Equipment (electrical or mechanical) should be isolated and power turned off before any work is undertaken.
- 4) Employees must ensure they have no loose clothing, when in the vicinity of machinery.
- 5) Ear defenders are to be worn in the engine room when the engines are running.
- 6) Non-slip safety footwear is worn at all times.
- 7) A regular maintenance regime is in place and is followed to ensure valves/machinery/engines are working correctly and all alarms are tested.
- 8) Only trained and competent staff members as determined by the skipper should undertake any maintenance work within the engine room.
- 9) The engine room should be kept clean and tidy and free from any oil/fuel spillages which should be immediately cleaned up.

SSB1.9 Working on board vessels

- 1) Beware of sudden unexpected vessel movements when derricks are raised or lowered, or when a weight is being swung.
- 2) Sharp, pointed net gauges and knives can be dangerous items when clambering over vessels. All such items should be placed in a strong bag or safe pockets.
- 3) Particular care must be exercised when fishing gear is being handled on the vessel, or fish boxes are being loaded/unloaded.
- 4) Once aboard, always stand well clear of all gear and machinery on deck, whether or not it is working - it may start up unexpectedly.
- 5) Never straddle a rope or wire - it may unexpectedly come under tension. Never stand in a bight of any rope, wire and chain. Always avoid slack wires laid on

deck between two bollards, sheaves or blocks. (If the wire should come under sudden tension, a person's legs can be whipped from beneath them with possible severe injuries).

- 6) Beware of the dangers of walking on slippery hatch covers or on hatch boards which may not be properly secured over a deck opening. Always check that hatch covers are clipped back or otherwise secured, before descending into a fish or net hold.
- 7) When inspecting any hold, always have a member of the crew to assist you.
- 8) Trawl nets, fish boxes, containers, and other heavy objects should, where possible, be lifted in such a manner which conforms to manual handling techniques and where possible assistance should be sought.
- 9) Be aware of fire hazards and always ensure that a quick exit route from the vessel is available.

SSB1.10 Driving at Work

Employees have a duty to ensure that the activities they undertake whilst driving are safe and do not pose a danger to other road users. Where at all possible and/or practicable Officers should seek to 'car share'.

Use of Authority Vehicles

- 1) The Chief and Deputy Chief Officers are responsible for ensuring that all Authority vehicles are serviced and maintained in line with the manufacturer's recommendations.
- 2) Any employee using the vehicle shall be responsible for ensuring that before use a relevant Weekly Inspection Sheet has been completed.
- 3) All use of the vehicle is to be authorised by a senior manager.
- 4) Any employee using any Authority vehicle, is required to complete all necessary documentation in full. Any faults suspected or detected by an employee must be reported to the senior manager immediately. An entry must be made in the vehicle log book, **and where any fault may affect safety, then the vehicle must not be used.**
- 5) Any employee involved in a traffic offence or accident, either in their personal vehicle or Authority vehicles, or suffering any illness which may affect the ability to drive, or having been prescribed any medication, which may affect the ability to drive, must advise the CO, Deputy CO or line manager as soon as is practical.
- 6) Before using the four wheel drive capability of the Vehicle, or taking the vehicle into an off road situation, employees must be conversant with the correct and safe handling of the vehicle in that situation.
- 7) All drivers must be 25 years of age or over unless given express consent to operate that vehicle by the Chief or Deputy Chief Officer.
- 8) Employees will abide by the provisions of the Highway Code at all times.
- 9) Employees must comply with annual driving licence checks and any associated insurance requirements.

Use of All Terrain Vehicles

Only officers that have received the appropriate training in the operation and use of ATVs are authorised to use them to support NEIFCA operations and must observe the following safe working practices:

- 1) When using ATVs suitable head protection must be worn at all times (with the exception of vehicles fitted with a fully enclosed cab). A motorcycle helmet which meets BS6658 should be worn. The helmet should be comfortable and not restrict breathing. All straps should be intact and undamaged. The helmet should be checked for any visible signs of damage. On detection, damage should be reported to the relevant line manager.
- 2) Eye Protection consisting of a visor or safety glasses to EN 166 should be worn to protect against dust particles and flying insects (with the exception of vehicles fitted with a fully enclosed cab).
- 3) Protective boots must be worn with grip and ankle support which complies with EN345-1 during loading/unloading of the ATV (with the exception of vehicles fitted with a fully enclosed cab).
- 4) Ensure gloves are available to protect against wind chill in cold weather
- 5) Ensure suitable outer garments are worn appropriate to the weather conditions on the day, suitable waterproof clothing should be carried at all times.
- 6) Ensure drinking water is available to prevent dehydration.
- 7) A first aid kit should be carried at all times. The user should be trained in first aid in line with NEIFCA safe working practices document.
- 8) A VHF Radio, mobile phone, foot pump, puncture repair kit and extra fuel must be present when working intertidally.
- 9) A folding shovel and boards are provided in case of bogging.
- 10) A check list must be completed prior to each occasion any ATV is used. For multi operator vehicles a means of stopping use by other riders when a check has revealed a fault is useful, eg DO NOT USE tag for over key slot
- 11) When leaving any ATV on the foreshore officers must ensure that it is parked beyond the high water mark and should not be left in idle for prolonged periods.
- 12) Any ATV operations invoke the Authority's lone working procedures. **Officers must use ATV's in pairs only, there must be no single officer use.** The lead Officer responsible for the operation of the ATV must supply the following information to the designated Lone Working contact:
 - Start time
 - Journey Plan, to include detailed location and passage information
 - Estimated Time of return
 - Purpose

Information must be of sufficient detail to enable emergency services to initiate a search.

Use of Officers Vehicles

- 1) Employees will abide by the provisions of the Highway Code at all times.
- 2) Vehicles must have a current MOT certificate, current Road Tax, Business Use Insurance and be roadworthy at all times.

- 3) Any employee will be responsible for checking and ensuring the safe operation of their vehicle before use.
- 4) Employees must comply with annual driving licence checks and any associated insurance requirements.

Excessive Mileage and Fatigue

- 1) When undertaking long journeys, employees should, when practicable follow the guidance contained within the Highway Code.
- 2) Where normal work patterns are disrupted i.e for shore officers attending NEGIII. If the expected working day exceeds 12 hours and 250 miles travelled, then officers should make alternative accommodation arrangements, by either travelling up the previous day and staying in accommodation overnight or seeking accommodation following the working shift.

Weather Conditions

Consideration should be given when making any journey as to the weather conditions. If any concern exists then this should be relayed to the relevant senior manager. i.e attending NEG III in winter then seek advice from the Deputy Chief Officer/Offshore Operations Manager or First Mate otherwise seek guidance from the immediate line manager, on the day in question.

SSB1.11 Surveying Shellfish Beds

- 1) Prior to surveying on any shellfish bed, the Lone Working Procedure must be implemented irrespective of the number of people engaged in sampling.
- 2) There will be a designated officer in charge of the sampling and a minimum of 2 people are required for any survey. When engaged in sampling employees should ensure that they work in pairs as a minimum requirement. The designated officer should ensure that all necessary safe working practices and equipment are in place.
- 3) Access to and from beds must be taken using established tracks/exit routes. Avoid areas of unstable substrate when moving across the beds.
- 4) The designated officer should assess the likely weather conditions to ensure no severe weather is expected that could increase the risks highlighted in the risk assessment i.e Fog/Precipitation.
- 5) The tide times should be verified and work/surveying should only **occur 4 hours before LOW WATER.**
- 6) Each person engaged in surveying should have a work issue mobile phone and coverage from the network verified. The phone must be fully charged and all associated operational software, such as tracking and lone working facilities, must be fully activated.
- 7) The following safety equipment must be taken:
 - ❑ First Aid Kit
 - ❑ Fully functioning mobile phone
 - ❑ 1 Handheld GPS
 - ❑ Life jacket with AIS locator
 - ❑ Waterproof/warm clothing for each person.

- ❑ Compass
- ❑ VHF

SSB1.12 Operation of Vessels at Sea

NEG III Manning Requirements/Qualifications

In Harbour Movements:

- 1) When the vessel requires moving within the boundaries of any harbour, for example to take fuel, or re-mooring, there must be a **MINIMUM CREW OF 3**.

Vessel movement outside any harbour boundaries

- 1) This will include routine sea patrols, sea trials, passage voyages etc. There must be a **MINIMUM CREW OF 3 – which must include the skipper, 1 full time crew member and a competent other**.
- 2) When there is a requirement to carry out boardings of other vessels there must be a **MINIMUM CREW OF 4**

The Patrol Boat Skipper or relief skipper must be suitably experienced and qualified to coding requirements.

Stand Alone Vessel Manning Requirements/Qualifications

Stand Alone Vessels

Only vessels certificated under the Workboat Code can be used as Stand Alone Vessels.

For any activity undertaken by the vessel there will be a **MINIMUM CREW OF 2, 1 during boarding operations.**

All coxswains of stand-alone vessels must be qualified to RYA advanced powerboat certification unless under the supervision of a member of staff holding an advanced power boat certificate.

When RIBs are engaged in ‘mother/daughter’ operations with NEG III a minimum crew of 1 is permitted.

Maintaining a Navigational Watch

The skipper of each vessel (NEG III/RIB) will ensure that watch keeping arrangements are adequate for maintaining a safe navigational watch.

Watch Arrangements/Look Out

The composition of the watch shall at all times be adequate and appropriate to the prevailing circumstances and conditions and shall take into account the need for maintaining a proper lookout.

Fitness for Duty

The watch system shall be such that the efficiency of watch keeping officers is not impaired by fatigue.

Navigational Duties and Responsibilities

- 1) The helmsman shall keep his watch on the bridge which he shall under no circumstances leave until properly relieved.
- 2) The helmsman will continue to be responsible for the safe navigation of the ship, despite the presence of the skipper, until the skipper informs him that he has assumed responsibility and this is mutually understood.
- 3) The helmsman will notify the skipper when in any doubt as to what action to take in the interests of safe navigation or vessel safety.

Safety Equipment

- 1) All employees must be trained in the use of safety equipment. Once trained they must use all items of safety equipment and protective clothing relevant to their duties.
- 2) They must identify all safety gear stowage points aboard the patrol boats, to enable a quick and concerted action in the event of an unexpected emergency.
- 3) It is the employees own responsibility to ensure that he/she is adequately equipped for particular duties. They must also ensure that official equipment in their care is regularly serviced and maintained, e.g. automatic lifejackets.
- 4) If any equipment is found to be defective in any way, it must immediately be reported to the Offshore Operations Manager, First Mate, DCO or CO for renewal or repair.

Maintenance

It is the responsibility of senior management to ensure all maintenance regimes are followed in their respective work area. Additionally, it is the responsibility of all staff to ensure all items of equipment/machinery are in working order prior to any activity being undertaken. Any defects must be reported immediately and if necessary operation of vessels should be aborted until such problems are rectified.

Weather Conditions

The skipper shall assess the weather conditions before any planned voyage/trip, to ensure the safety of the vessel and crew.

SSB1.13 Surveys Onboard Fishing Vessels

- 1) Prior to undertaking any surveying, the Lone Working Procedure must be implemented irrespective of the number of people engaged in sampling.
- 2) Officers must wear non-slip footwear and a lifejacket.
- 3) Each person engaged in surveying should have work issue mobile phone. The phone must be fully charged and all associated operational software, such as tracking and lone working facilities, must be fully activated.
- 4) Officer(s) should satisfy him/her/themselves that the vessel being used to survey from is in good sea worthy condition, has a reliable and well known skipper and has the necessary safety equipment on-board and a relevant MCA Code of Safety Inspection.
- 5) Officers should satisfy themselves that the vessel chosen is going to sea in weather/conditions that are suitable. **If there is any doubts on any safety related issues and or conditions the survey should be aborted immediately.**
- 6) The following equipment must be taken:
 - Life jacket with AIS locator
 - Warm/waterproof clothing

SSB1.14 Inspecting Premises

- 1) When inspecting any new premises officers must identify themselves and fully explain to the manager/owner the purpose of the inspection and powers under which the inspection is being undertaken
- 2) Officers must always have in their possession a fully operational work issue mobile phone. The phone must be fully charged and all associated operational software, such as tracking and lone working facilities, must be fully activated.
- 3) When working outside of normal work times 2200- 0400 Officers must implement the Lone Working Procedure.
- 4) Officers must wear non-slip, safety footwear and protective clothing appropriate for the premises being inspected.
- 5) Prior to entering any premises Officers should ensure that they are wearing appropriate gloves, face and or head coverings.
- 6) When inspecting cooked/uncooked products officers must take suitable precautions as advised by the owner in order to prevent cross-contamination of food products.
- 7) When measuring shellfish or whitefish ensure the correct handling procedure is followed,
- 8) Any objects such as trawl nets, fish boxes, containers and other heavy objects should be lifted in accordance with manual handling techniques.
- 9) Be aware at all times of any machinery operating such as forklifts, always conduct inspection of fish in safe location.
- 10) Employees must familiarise themselves with the premises emergency procedures in case of fire etc.
- 11) Never enter a cold room or freezer unattended and always ensure the door cannot be closed behind you.

SSB1.15 Inspection of Person/s

All officers will at sometime during the course of their duties inspect person/s unknown to them. In such circumstances Officers must follow the procedure below:

- 1) Officers must always have in their possession a fully operational work issue mobile phone. The phone must be fully charged and all associated operational software, such as tracking and lone working facilities, must be fully activated.
- 2) When working outside of normal work times 2200 – 0400 Officers must implement the Lone Working Procedure (LWP).
- 3) When operating in any location, officers must risk assess the potential for any violence and implement the LWP (SSB4), where any doubt exists the LWP must be invoked and standard issue protective vest worn.
- 4) When operating against person/s who are known to the Authority as being a threat to officers safety the LWP must be invoked.
- 5) Where a new person is inspected by officers and any concerns are raised, the officer must liaise with senior management who will liaise with the Police to obtain any relevant information on the threat this person may pose.
- 6) WHERE ANY THREAT OF VIOLENCE EXISTS OFFICERS MUST LEAVE THE AREA IMMEDIATELY, SAFETY OF STAFF IS PARAMOUNT.

SSB1.16 Inspection of Vehicles

- 1) Officers must always have in their possession a fully operational mobile phone. The phone must be fully charged and all associated operational software, such as tracking and lone working facilities, must be fully activated.
- 2) When working outside of normal work times 2200 – 0400 Officers must implement the Lone Working Procedure (LWP).
- 3) If officers are unsure about the nature of the person being inspected they must implement the LWP for the course of the inspection.
- 4) When inspecting any vehicle ensure the engine is switched off and request that the key is removed.
- 5) Before commencing any inspection request that the handbrake to the vehicle is engaged.
- 6) Always request the driver to accompany you during the inspection.
- 7) When inspecting refrigeration units always ensure the door is locked open and that the driver accompanies you at all times. Ensure you have warm clothing.
- 8) When accessing a vivier lorry/van ensure the threat of fall is removed by using suitable access provisions.
- 9) Be aware at all times of the environment surrounding you, conduct the inspection in a quiet location away from the threat of other traffic/vehicles.
- 10) If following a vehicle, officers must ensure they abide by the Highway Code at all times.
- 11) Do not use your vehicle to block any vehicle in.
- 12) Do not follow vehicles into remote locations where the threat of isolation exists.

SSB1.17 Use of Mobile Phones

General Use

- 1) When working, all officers must ensure that their work issue mobile telephones are switched ON, fully charged, operational and all associated operational software, such as tracking and lone working facilities, fully activated. During work time phones should only be switched off during the following circumstances (Paragraphs (2) to (4)).
- 2) When using a mobile telephone, Officers must ensure that they conform to the Road Vehicles [Construction and Use] [Amendment] [No 4] 2003, which prohibits the use of hand held devices whilst driving. A copy of this regulation and its guidelines is available to all staff
- 3) At all other times Officers shall assess whether the use of a Mobile Telephone could cause distraction which may affect the officer's safety or that of any other person or property. If the officer feels that any such risk is possible then the Mobile Telephone should not be used or switched off.
- 4) When attending Staff/Authority Meeting's, Magistrates Court, Crown Court or Training Sessions etc. Mobile Telephones should be switched OFF. If a possibility of accidental connection exists then the battery of the Mobile Telephone should also be removed.

Message Service

- 1) Officers must ensure that during working hours if their Mobile Telephone is switched OFF a voice mail or message service is functional on their phone.
- 2) During the course of a normal working week (Monday-Sunday) whilst not on duty and the officers Mobile Telephone is switched OFF, provision must be made for a voice mail message service to be functional on their Mobile Telephone.

SSB1.18 Operation of Drones

Pre-Flight Checks

- 1) Environmental conditions must be assessed before any drone activity is undertaken. Check the local weather forecasts before travelling to site and reassessing once at the site and during flight operations.
- 2) Where possible check for any known aircraft that might be operating in the area.
- 3) Ensure drone and controller batteries are fully charged before flying using battery tester if necessary. It is dangerous to fly the drone with low power. This could result in damage to the battery and risk of the drone crashing.
- 4) Make sure all electrical fittings are fully connected and secured.
- 5) Take care when installing or removing propellers to prevent cutting or scratches to hands.
- 6) Check all propellers to ensure that there is no damage, they are correctly installed and securely fastened.
- 7) Ensure the drone camera is properly secured before each flight. If calibration is required make sure you have sufficient space before completing the process with reference to the appropriate manual.

- 8) Prior to take-off ensure that the drone has a minimum connection to at least 9 satellites
- 9) It is strictly forbidden for any operator to handle a drone whilst under the influence of alcohol or drugs.

Take Off

- 1) During take-off, when operating from land, any drone should be placed in GPS mode and on the ground at a distance of 50m from the operator.
- 2) Ensure due care and attention is paid to sea state and vessel manoeuvres if operating a drone in an offshore environment. The operator must be safely positioned on the boat away from open sides or hazards.
- 3) When powering on the controller make sure all switches are in the upwards position. Test and ensure the controller has a good connection with the drone before take-off.
- 4) Whilst the drone is completing the power on auto check the operator should keep the drone stationary and when operating from land, ensure it is positioned in an open space away from the operator and others.
- 5) The operator should stand upwind and to the side of the drone during take-off and landing or when operating from a vessel, ensure the vessel is positioned upwind of the drone's location.
- 6) During take-off, flying and landing the operator should take note of wind direction and speed in relation to the vessel or location at all times and then plan and proceed accordingly.
- 7) The option of take-off or landing from hand should be generally avoided with other safer options taking preference. Where take-off or landing from hand is carried out the correct PPE including a helmet with face shield and suitable gloves must be worn by the handler. The handler should use an outstretched arm and be cautious to keep to drone away from the body until motors have come to a full stop

Flight

- 1) During flight it is important to constantly monitor the battery voltage as flying conditions like strong winds and fast movements can deplete the battery rapidly. If the battery power falls below 14v the drone should be safely landed and recovered.
- 2) The operator should follow the rules of the UK Drone Code at all times whilst flying.
- 3) In an emergency crash landing the operator should stop the motors by pushing both joysticks down and outwards. This will reduce chance of damage or injury.
- 4) The operator must maintain eye contact with the drone at all times and should not operate the drone in low light or low visibility conditions.

Landing & Post Flight

- 1) When operating offshore the drone should be landed against the wind.
- 2) After landing the operator must ensure the motors have fully come to a stop before handling the drone.

- 3) When operating offshore and retrieving the drone from the sea the operator and or assistant must ensure safe footing is maintained and correct equipment is used (boat hook). Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea (SSB1.4)
- 4) Following any use the drone and camera should be rinsed in fresh water to prevent corrosion paying special attention to the motors, gimbal parts and mounting brackets of the landing gear.

Storage

- 1) If drone is out of action for an extended period the operator should store the drone in dry and ventilated environment in a temperature of 20-28C.

SSB1.19 Medications at Sea

- 1) In certain circumstances, such as chronic illnesses, a duplicate medication should be carried at all times. (E.g. Relief medication such as inhalers that relieve the symptoms of an asthma attack are needed on an ad-hoc basis with little warning) In relation to such medications:-
 - 2) (a) One set should be carried in a waterproof container stowed in a secure compartment on satellite and shore launched vessels *and/or*
 - (b) In the case of NEGIII duties, a mutually agreed safe place known to the individual requiring the medicine and the master of the vessel.
 - (c) Depending on the medication, a duplicate must be carried on the person requiring the medication at all times. Particularly, if the individual is onboard the land based rib or NEG III satellite vessels undertaking patrols/boardings.
- 3) The Master of NEGIII and/or lead officer in the case of shore launched vessels/NEGIII satellite vessels must be made aware of any medication carried, whether duplicate or not. No sea going duties are to be undertaken unless essential medication is present and in the case of mechanical administering devices (such as an inhaler) are in full working order. Details given should include frequency of self administration and any special requirements pertaining to the medication.
- 4) It is the responsibility of the individual to ensure that he or she has the appropriate medication when undertaking sea going duties and that the master or lead officer is informed.

SSB 2 – Risk Assessments

The following generic risk assessments have been conducted for work activities undertaken by NEIFCA staff. These assessments are held electronically and are detailed in Annex 1 for information. Furthermore the electronic risk assessment is designed to be flexible and as new work activities are undertaken staff, in conjunction with senior managers, are responsible for ensuring any new task is risk assessed before work activity commences.

RA1	Surveying Shellfish Beds	RA11	Patrol Vessels Launching/Recovering RIB
RA2	Inspection of vessels/catch	RA12	Operation of RIB at sea
RA3	Inspection of Premises	RA13	Operation of NEG III at Sea

RA4	Inspection of Person/s	RA14	Driving at Work
RA5	Inspection of Vehicles	RA15	Intertidal Survey Work
RA6	Lone Working	RA16	Operations of Drones
RA7	Surveys	RA17	Mandatory Stab Vests District
RA8	Launching of RIB with Vehicle and Trailer	RA17a	Mandatory Stab Vests Sunderland
RA9	Patrol Vessels General deck Work		
RA9a	Patrol Vessel Potting		
RA10	Patrol Vessel Engine Room		

SSB3 – COSHH Assessments

Any substances used in day to day operations are detailed within the NEIFCA COSHH Assessments Files which are held centrally at the Town Hall, on the Patrol Vessel NEG III and at storage facilities. Officers must ensure that before using any substances, they must refer to the COSHH Assessment Files and take any necessary precautions as identified within each substances assessment. All new substances must be assessed before use, and the assessment retained in the relevant file.

SSB4- Violence, Challenging Behaviour and Working Alone in Safety

Verbal Abuse and Threats

- 1) All Staff will receive appropriate training on how to deal with difficult situations.
- 2) Any cases of verbal abuse and or threat to any employee must be reported to their Senior Officer and a detailed record will be kept and monitored using a specific report sheet held electronically in the Health and Safety File.
- 3) Where a pattern of threats or abuse is revealed, the Chief/ Deputy Chief will seek the advice of and assistance from appropriate agencies, and take any necessary action.

Physical Assault

The Authority will adopt the following procedure as appropriate where:-

- A physical attack can be reasonably foreseen in the future from a potential aggressor:
- A physical attack has taken place:
 - Call the Police [Ambulance if required]
 - Report the incident to a Senior Officer verbally.
 - Liaise with the police, be prepared to make a Statement, and obtain a crime number.
 - The Senior Officer will decide on any other immediate action thought necessary in the interests of safety.

- ❑ Complete written report regarding the incident.
- ❑ Liaise with Hospital or GP, if appropriate obtaining written evidence of injuries if possible.
- ❑ Counselling will be offered to Staff where necessary.

Lone Working Procedure

This procedure has been developed in order to improve communications and provide support to employees who are engaged in lone working. Although there may be occasions when employees other than lone workers would benefit from using this system, for example, employees working outside normal office hours (2200 – 0400).

Lone working is an integral part of NEIFCA officers/employees operations and, as an employer, NEIFCA recognises that lone workers face particular problems due to the nature of their work and will not require officers/employees to work alone where this results in unacceptable risks. Management must therefore assess the risks its lone workers face and wherever possible should strive to remove or reduce risks to an acceptable level.

To ensure success of this procedure and thus maximise the safety of all NEIFCA officers/employees there needs to be full co-operation of all staff in the implementation of the procedure.

Identifying Lone Workers

NEIFCA management has undertaken a risk assessment of all work activities and identified areas/tasks undertaken in the course of officers duties which pose possible hazards, the consequences of those hazards, the risk factors and the control measures to be implemented in order to reduce the risk to Authority employees.

As part of that risk assessment areas have been identified which pose a possible risk in terms of lone working/workers. It is important to be aware that the risks associated with lone working are not associated only with individuals. Small groups working in remote locations can experience some of the risks associated with lone working- for example, If during a survey on a shellfish bed one of them suffers injury and the group needs to divide to get assistance.

Below is a table, which identifies through the NEIFCA Risk Assessment, areas which are classified as lone working.

Identified Lone Working Activities

LW1 - Surveys on Shellfish Beds
LW2 - Working in Identified locations
LW3 - Working outside of normal office hours 2200-0400
LW4 - Surveys on board fishing vessels
LW5 - Use of Stand Alone Vessels
LW6 - Any situation/location suitably assessed by officer

Shore Based Lone Working Procedure

- 1) Officers/employees must ensure that they carry a reliable means of communication at all times (work issue mobile telephone). All phones must be fully charged, operational and all associated operational software, such as tracking and lone working facilities, fully activated.
- 2) Officers/employees must ensure that before undertaking any lone working procedure (as identified) they have read the relevant NEIFCA Risk Assessment/Safety Services Booklet. Officers/employees must also ensure they have all the relevant equipment identified for the task they are to undertake.
- 3) Lone workers must log on at the beginning of the identified work activity and log off when the activity ends. The procedure laid out below must be used for logging on and off.

Logging On/Off

- 1) During all hours, officers should must log on verbally with their respective senior manager using one of the following numbers:
 - DCO 07879815464
 - Senior IFCO 077787859736
 - Acting Senior Environmental & Scientific Officer 07833555859
 - First Mate 07867910409
- 2) Once contact has been made then they should be informed of the following information:
 - Location
 - Expected activity
 - Expected finish times
 - Intended frequency of contact
- 3) The officer must agree the frequency of contact with the contact officer covering the duration of the lone working period.
- 4) Once logged on, lone workers must make contact at the agreed times. FAILURE TO DO SO MAY RESULT IN THE SEARCH PROCEDURE BEING ACTIVATED.

SSB5 – Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

Accident and Incident Reporting

All accidents, or incidents involving dangerous occurrences and/or near misses shall be reported. The Operational Support Manager shall ensure that systems and procedures are in place to monitor and record all incidents.

The procedures to be followed for reporting and recording such events are contained within the 2 flow charts:

- 1) Accident Reporting Procedure (HSE)
- 2) Accident Reporting Procedure (MAIB)

These procedures are set down by law for reporting and recording all accidents and incidents either terrestrially (HSE) or at sea (MAIB).

Accident Reporting Procedure (HSE)

NEIFCA accepts that the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and other statutes place a duty on it to ensure that accidents and incidents are recorded and investigated.

All accidents and incidents should be investigated and recorded to ensure future work activities are modified accordingly to ensure a safe working environment. The 'Accident Reporting Procedure (HSE) Flow Chart' contains the relevant procedures to be followed in reporting and recording all accidents and incidents within the terrestrial work environment.

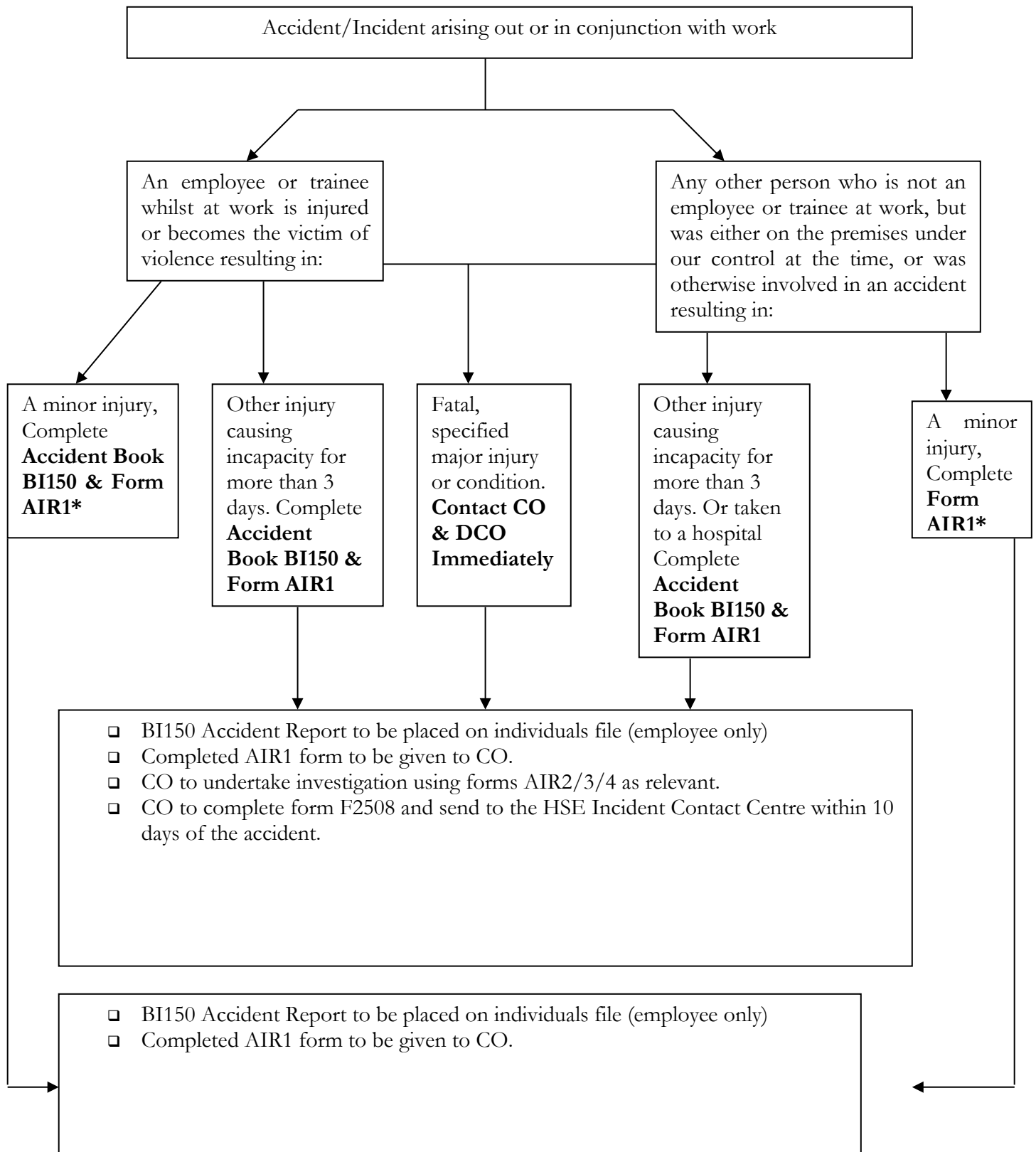
Accident Reporting Procedure (MAIB)

NEIFCA accepts that the Merchant Shipping Act 1995, and the Merchant Shipping (Accident and Reporting Regulations) 2005, place a duty on it to ensure that accidents and incidents are recorded, reported and investigated.

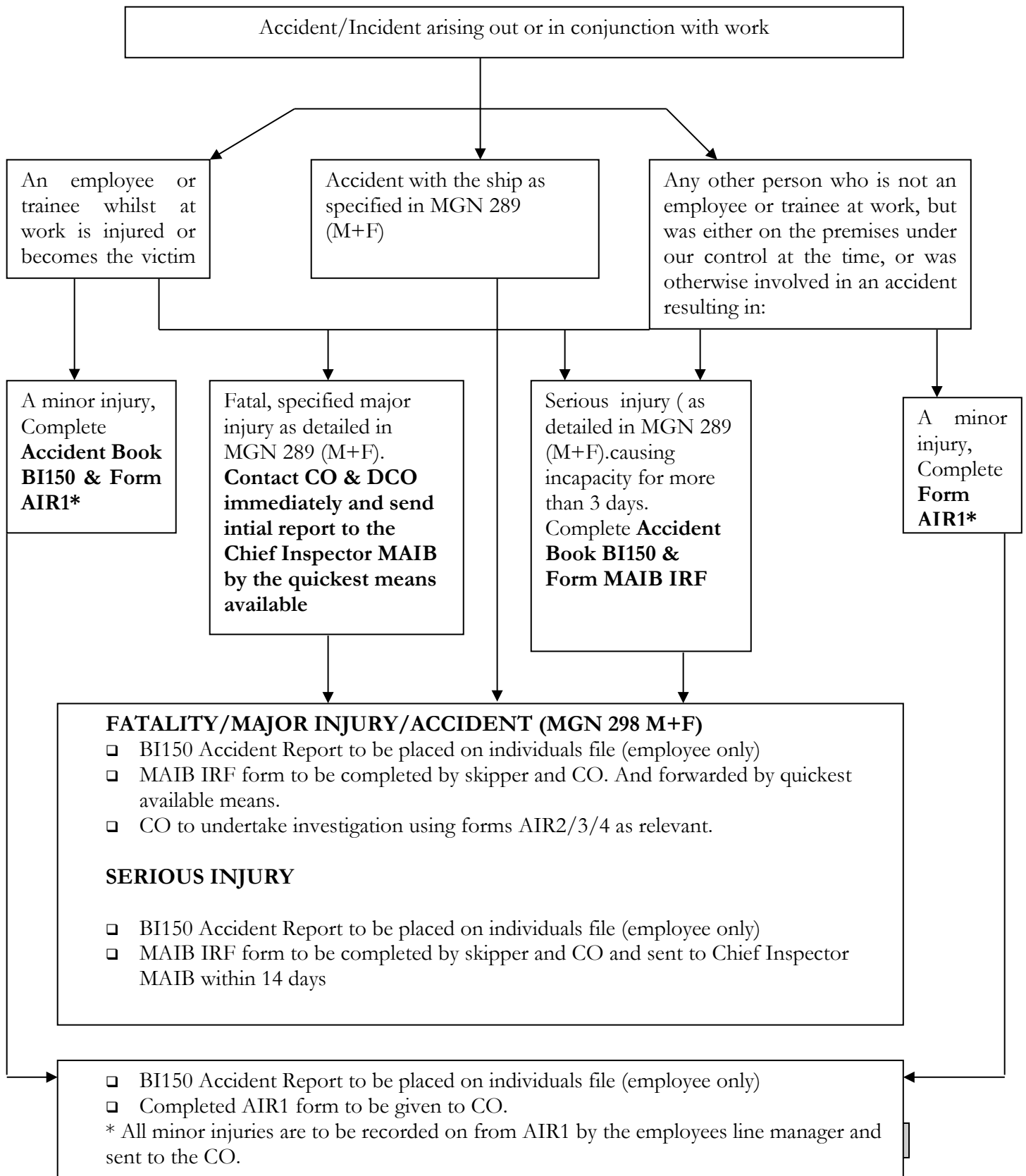
All accidents and incidents should be investigated and recorded to ensure future work activities are modified accordingly to ensure a safe working environment. The 'Accident Reporting Procedure (MAIB) Flow Chart' contains the relevant procedures to be followed in reporting and recording all accidents and incidents within the marine work environment.

ALL RELEVANT REPORTING FORMS ARE HELD ELECTRONICALLY AND WILL BE SUPPLIED TO LINE MANAGERS.

Accident Reporting Procedure (HSE) Flow Chart



Accident Reporting Procedure (MAIB) Flow Chart



Procedure for Assessments

STEP 1

All staff who use a computer are to complete a **'User Assessment Form'**. This is to ascertain if the member of staff is classed as a 'habitual user', and thus falling into the scope of the regulations. 'Non users' need not proceed any further.

STEP 2

If the member of staff is clearly classed as a 'user' then he or she must complete the **'Workplace and Display Screen Assessment Form'**. Once this has been completed it should be returned to the CO.

STEP 3

As CO it is your responsibility to analyse the responses, and as far as is reasonably practicable, address any areas of concern. All assessment forms and details of actions should be retained and kept in the electronic 'Health and Safety' File.

STEP 4

The assessment process must be repeated when any of the following circumstances occur:

- A major change in hardware and/or software
- A major change in furniture, office environment, and/or relocation of the workstation
- A substantial increase in the users time spent at their workstation

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NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
7 March 2024

NEIFCA Byelaw Update

Report by the Chief Officer

A. Purpose of Report

1. To inform Members on progress with the following byelaws which were made at a meeting of the Authority held on 1 December 2022:

XXVIII Shellfish Permit Byelaw 2022
XXIX Humber Estuary Fishing Byelaw 2022

2. To inform Members on the making of the following emergency byelaw which was supported at a special meeting of the Authority held on 30 June 2023:

Emergency Beam Trawling Byelaw 2023

B. Recommendation

1. That members receive the update and note the report.

1. Background

1.1 *XXVIII Shellfish Permit Byelaw 2022*

- 1.1.1 At the Authority meeting held on 1 December 2022 members supported the making of a new byelaw XXVIII Shellfish Permit Byelaw 2022 (Minute Item 32 refers).

The key aims of the new byelaw are to establish a new flexible management framework which will more effectively cover the exploitation of listed shellfish species throughout the NEIFCA district, both offshore and onshore. The new proposed byelaw will also consolidate existing byelaw regulations and introduce an effort management system for commercial potting within the district. The provisions contained within the byelaw will be applied via conditions attached to the permit which can be varied following an appropriate review process, without the need to formally remake the whole byelaw. Two permitting schemes will be established, Category 1 for licensed commercial vessels and Category 2 for recreational operators. It is proposed that during year one a maximum of 234 Category 1 permits will be offered and permit holders restricted to working a maximum of 1000 pots. A permit charge would also be levied for Category 1 permits linked to the number of pots worked. The number of Category 2 permits offered will remain unrestricted but a new £10 charge would be levied, and the number of pots permitted reduced from 10 to 5 per permit holder with daily bag limits remaining unchanged.

- 1.1.2 Since the making of the byelaw on 1 December 2022 it has been subject to further internal quality assurance checks, informal consultation with fishing groups and wider formal statutory consultation which completed on 27 October 2023.
- 1.1.3 During this process the following adjustments were made to the draft byelaw regulation:
- Prior to the commencement of formal consultation the scope of the byelaw was widened to include, European green crab, mussel, common periwinkle, pullet carpet shell, Norway Lobster, razor clam and scallop. This was felt prudent and necessary to improve the active management of intertidal shore gathering by large ethnic groups which has become an increasing issue in some areas of the NEIFCA district.
 - Prior to formal consultation additional provisions were also added to allow for the varying of fees and charges and the implementation of management by ‘pot type’ alongside a further provision clarifying that, in terms of Category 1 applications, first priority would be given to those vessels who held a permit on 1 December 2022.
 - The supporting Regulatory Impact Assessments were also updated to include some additional information from the 2023 shellfish landings report and intertidal shore gathering.
- 1.1.4 Following the completion of the formal statutory consultation process on 27 October 2023 the outcome was presented to members, alongside the proposed next steps, at the Authority meeting held on 8 December 2023. The outcome was published on the NEIFCA website on 11 January 2024 and stakeholders notified via email.
- 1.1.5 In line with the statutory process the draft byelaw regulation and supporting documentation was sent to the Marine Management Organisation for a Quality Assurance assessment on 11 January 2024 with a recommendation that it be further considered for formal confirmation by Defra.
- 1.1.6 Officers anticipate that these processes will take a minimum of six months to complete.

1.2 *XXIX Humber Estuary Fishing Byelaw 2022*

- 1.2.1 At the Authority meeting held on 1 December 2022 members supported the making of a new byelaw XXIX Humber Estuary Fishing Byelaw 2022 (Minute Item 31 refers).
- 1.2.2 Whilst retaining all existing management measures in relation to fishing activities within the boundaries of the Humber Estuary the new byelaw included a revision to the boundaries of an existing protected area to support the expansion of eel grass habitat.
- 1.2.3 Following completion of the statutory consultation process on 27 October 2023 the outcome was presented to members, alongside the proposed next steps, at the Authority meeting held on 8 December 2023. The outcome was published on the NEIFCA website on 11 January 2024 and stakeholders notified via email.
- 1.2.4 In line with the statutory process the draft byelaw regulation and supporting documentation was also sent to the Marine Management Organisation for a Quality Assurance assessment on 11 January 2024 with a recommendation that it be further considered for formal confirmation by Defra.
- 1.2.5 This regulation is less complex than the shellfish permit byelaw and only attracted one written submission, supporting its progression, during the formal consultative process so it is possible that it could pass through to formal confirmation within a much shorter time frame than the shellfish permit byelaw.

2.0 **Emergency Beam Trawling Byelaw**

At the special Authority meeting held on 30 June 2023 members received a detailed verbal report from me relating to an emergent beam trawl fishery targeting king scallops. Presently, only the act of dredging for King scallop can be effectively managed under existing byelaw provisions via a restricted permitting scheme. Although a permit is required to trawl, providing operators meet basic vessel size criteria, no restrictions can be implemented in terms of the number of permits issued. Since January 2023 the number of vessels fishing for king scallop by beam trawl had risen to five, with other vessels indicating interest in joining and over 57 tonnes of king scallop recorded taken by the fishery during what would normally be a closed spawning season. Given the unforeseen emergence of the fishery, alongside the potential for impacting stocks, members supported my recommendation that an emergency byelaw regulation should be immediately implemented, incorporating a dispensatory process to support further investigation into the fishery in collaboration with the affected industry. The proposed byelaw to remain in force for an initial period of twelve months pending the development of a new management framework (minute 67 refers).

2.1 Following further consultation with the Chair on the structure and content of a draft byelaw and supporting RIA an Emergency Byelaw was signed off on behalf of the Authority and statutory notifications submitted to the Secretary of State in Defra. The byelaw and supporting documentation were published on the NEIFCA website on 18 July 2023 and the affected fishing industry was informed.

2.2 **Next Steps**

Since the emergency byelaw was implemented six scientific dispensations have been issued to eligible vessel operators to support further investigation into the fishery. Those dispensations expired on 31 October 2023 and five have since been re-issued until the end of January 2024 when a further review will be undertaken by officers. To date, three vessels have engaged in the programme which will help to inform the development of a replacement byelaw regulation. This work is being led by the acting Environmental and Scientific Manager with oversight provided by the Authority's Science Advisory Group.

Initially officers had considered a significant restructuring of the Authority's current trawling byelaw regulation to incorporate additional management provisions surrounding the use of beam trawls throughout the NEIFCA district, but the time limitations associated with the emergency byelaw process are unlikely to support the development of such. Officers are now working on an interim bespoke byelaw regulation which will replace the emergency byelaw provisions and secure the effective management of the emergent fishery in the medium term, following which, a more expansive piece of work can be undertaken on rationalising the structure of the Authority's existing mobile gear byelaw regulations.

Contact Officer

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NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
7 March 2024

Chief Officer's Operational Update

Report of the Chief Officer

A. Purpose of Report

To provide members with an operational report covering the period December 2023 to February 2024.

B. Recommendation

That Members note the report.

1. Overview

1.1 NEIFCA

New Fisheries Vessel Build - Update

Following the formal decisions taken during June 2023 to progress the build and commission of a new fisheries vessel to replace North Eastern Guardian III (NEG III) and the award of contract to Whitby based shipbuilders, Parkol Marine Ltd, on 6 October 2023 a significant amount of preliminary work has now been completed against the project. This has included finalising the vessel design, internal layout, propulsion and electronic systems. The hull and superstructure materials were ordered during December 2023 and were delivered to the shipyard at the beginning of last month. During January the yard constructed a temporary building on site to facilitate the construction phase which I am pleased to say is now advancing. The project continues to be led and managed by the Deputy Chief Officer, Ian Davies and remains on track for completion sometime beginning of March 2025.

Sale of North Eastern Guardian III - Update

Documentation supporting the marketing and sale of (NEG III) was finalised during February in consultation with the East Riding of Yorkshire Council procurement team who will be facilitating the electronic submission of tenders to purchase the vessel on behalf of NEIFCA and the vessel is now marketed for sale. Provisionally it is the intention to market the vessel over an eight week period commencing during the first half of March until the end of May 2024.

Enforcement & Compliance Work

Since the last operational update presented to members at the Authority meeting held on 8 December 2023 poor weather has dominated with a succession of ‘named’ Atlantic storms passing over the UK. This has significantly reduced inshore fishing activity across all sectors. From an enforcement and compliance perspective NEIFCA officers have maintained foreshore observations and the inspection of fisheries premises alongside quayside work.

Organisational Work

During the last six months officers have continued to expand the development and use of the new bespoke fisheries permitting database. This work includes direct electronic submission of catch and effort returns from the commercial sector.

Environmental & Scientific Work

Since December much of the recent work of the environmental and science team has involved supporting the collation of outputs from the formal byelaw consultation and associated submission to the Marine Management Organisation for quality assurance. Further work has also involved finalising catch and effort returns from 2023 and data capture as part of the European Lobster Settlement Index (ELSI) project and completing surveys of cockle and eelgrass beds in the Humber and Tees Estuaries.

1.2 National Work streams

Fisheries Management plans

On 17 July 2023 Defra launched a formal consultation on six ‘front runner’ Fisheries Management Plans (FMPs) including crab and lobster, sea bass, king scallop, whelk, Channel non-quota species and Southern North Sea and Eastern Channel mixed flatfish. The consultation concluded on 1 October 2023. The development of Fisheries Management Plans (FMPs) is a key component of the 2020 Fisheries Act to inform future fisheries management policy delivery across a range of exploited stocks in the UK. The Association of IFCAs, in partnership with Kent and Essex IFCA, led on the development of a national IFCA response to the consultation. As part of that work an online questionnaire survey was recently circulated across NEIFCA members for completion and return by 8 September 2023 and a follow up IFCA workshop was held in Poole on 26 and 27 September 2023. NEIFCA was represented at that workshop by its Scientific lead Officer, Dr Ralf Bublitz and Dr Stephen Axford.

Five of the six priority FMPs were formally published by Defra on 14 December 2023 including crab and lobster, bass, king scallop, whelk and Channel demersal non-quota species.

1.3 Priority Work streams for the next six months

- Monitoring the build of the new fisheries vessel
- Preparation, marketing and sale of North Eastern Guardian III
- Supporting the QA process relating to the byelaw submissions through to formal confirmation.

- Progressing a formal byelaw to support the management of beam trawling to replace the existing emergency provision.
- Progressing the development of the new fisheries database.

1.4 Summary of meetings and events attended

National Association of IFCA's Workshop & Meeting, London	5 th & 6 th December 2023
IFCA Chief Officers Group meeting	12 th December 2023
National Association of IFCA's Directors meeting	18 th December 2023
IFCA/MMO Strategic Operations Group meeting	8 th January 2024
IFCA Chief Officers Group meeting	10 th January 2024
DEFRA Commercial Fishing Social Survey meeting	19 th January 2024
King scallop FMP working group meeting	24 th January 2024
North East 4B regional fisheries group meeting	24 th January 2024
ERYC foreshores catch up meeting	25 th January 2024
IFCA Chief Officers Group MPA meeting	26 th January 2024
North Sea and Channel sprat FMP meeting	31 st January 2024
NEIFCA Annual Staffing Appraisals	19 th & 20 th February 2024
NEIFCA Annual Staffing Appraisals	26 th & 27 th February 2024
IFCA Chief Officers Group Meeting	6 th March 2024

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
7 March 2024

Provision of Services to NEIFCA

Report by the Chief Officer

A. Executive Summary

To seek the Committee's urgent approval for a short, three-month extension to the provision of services to NEIFCA including Clerkship and Secretariat, Treasurer and financial services, Human Resources and Legal services through East Riding of Yorkshire Council with effect from 1 April 2024 until 30 June 2024.

B. Recommendation

That Authority members consider the report and approve the continued provision of the following core services through East Riding of Yorkshire Council, with effect from 1 April 2024 to 30 June 2024:-

- (i) Clerkship
- (ii) Treasurer and financial services
- (iii) Human Resources
- (iv) Legal

That the provision of services be reviewed again by the Authority at its June 2024 meeting.

1. Background

1.1 Since its inception in 1996 East Riding of Yorkshire Council (ERYC) has played a crucial role in the provision of core services to North Eastern Sea Fisheries Committee (NESFC) and since October 2010, to North Eastern Inshore Fisheries and Conservation Authority (NEIFCA). This has enabled NEIFCA to modernise and develop into one of the most professionally run and respected IFC Authority's in the UK.

1.2 The last review of core service provision to NEIFCA was considered by the Authority on 18 December 2020. Following that review members supported the Chief Officer's recommendation that ERYC continue to provide the core services of Clerkship, Treasurer and financial services, Human Resources and Legal to the Authority for a further period of three financial years (Minute 65 refers). That agreement expires on 31 March 2024. From an organisational perspective it is critical that the current arrangements for provision of these core services continue. This will continue to safeguard the provision of a quality service and the effective and efficient functioning of the organisation as a whole. I am therefore seeking approval from members for a short extension to the 2020 agreement until the 30 June 2024 to enable the completion of an internal review and further consideration, by the full Authority, at its June 2024 meeting.

1.3 Continuation of existing arrangements with ERYC will be met from current budgetary provisions.

Contact Officer

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Background Papers

None.