

Clerk of the Authority
Caroline Lacey
County Hall, Beverley
East Riding of Yorkshire, HU17 9BA

Chief IFC Officer
David McCandless, BSc. MSc.
Town Hall, Quay Road, Bridlington
East Riding of Yorkshire, YO16 4LP



Inshore Fisheries and
Conservation Authority

All enquiries should be directed to:
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NEIFCA Operational Support Manager

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Our ref: NEIFCA
Date: 08 November 2019

Dear Member

**Executive Meeting of North Eastern Inshore Fisheries & Conservation Authority –
Friday 15 November 2019**

I hereby give you notice that the next Executive Meeting of North Eastern Inshore Fisheries and Conservation Authority will be held on **Friday 15 November 2019**, at the following venue, **starting at 10:00am**:

Bridlington Business Centre
Enterprise Way
Bessingby Industrial Estate
Bridlington
YO16 4SF

On arrival please ask for David McCandless. Could members please send in any apologies by Wednesday 13 November 2019, please telephone 01482 393515 or email ne-ifca@eastriding.gov.uk. Thank you to members who have already given their apologies.

Please contact me if you have any queries.

Yours Faithfully

David McCandless
Chief IFC Officer

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

EXECUTIVE MEETING

**Bridlington Business Centre, Enterprise Way, Bessingby Industrial Estate, Bridlington
YO16 4SF**

15 November 2019

COMMENCING 10:00 am

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

Items for Decision

The public are likely to be excluded from the meeting for consideration of the following item on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 8 and 9 of part 1 of Schedule 12A of the Local Government Act 1972.

3. NEIFCA Staffing Review – *(pages 1-20)*

Items for Information

4. Budget Monitoring 2019/2020 *(pages 21-24)*
5. Strategic and Operational Risk Register – Review - *(pages 25-38)*
6. NEIFCA Health & Safety Policy & Safe Working Practices 2019/2020 – Review - *(pages 39-94)*

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

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Meeting
15 November 2019

BUDGET MONITORING 2019/20

Report by the Treasurer

A. Purpose of Report

To advise Members of the budget position at the end of month 04 (July) in 2019/20

B. Recommendation

That the budget monitoring position is noted

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 July 2019.
- 1.3 At its meeting on 6 December 2018, the Authority set a levy totalling £1,224,320 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. Spending to 31 July 2019

- 2.1 Appendix A summarises the expenditure and income for the Authority for the four months to July 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 July 2019, the Authority has net expenditure of £317,479 against an expected £331,537, underspending by £14,058. The projected outturn shows a balanced budget. The main area of underspend to date is:
 - Employee expenses of £12,013, reflecting vacancies in the early months, however this will be largely offset by recruiting to vacant posts.

- 2.3 It is anticipated that the outturn position will be a balanced budget which allows for a transfer of £102,900 plus accrued interest into the renewals fund and £10,000 into the vehicle replacement reserve.

Contact Officer

Liz Smith (Tel 01482 394261)

Principal Accountant, East Riding of Yorkshire Council

Stephen Chandler

Treasurer

Background Papers: NEIFCA Monitoring File

NEIFCA Budget Monitoring Report as at July 2019

	<i>Approved Budget</i>	<i>Profiled Budget to Month 4</i>	<i>Actual to Month 4</i>	<i>Variance to Profile</i>	<i>Projected Outturn</i>	<i>Variance to Projected</i>
	£	£	£	£	£	£
EXPENDITURE						
Employee Expenses						
Pay,NI and Superannuation	643,380	214,460	198,950	-15,510	639,216	-4,164
Other Employee Costs	66,550	14,190	17,687	3,497	70,550	4,000
Premises	30,430	11,253	10,481	-773	30,430	0
Transport						
Patrol Vessel Running Costs	166,120	38,201	38,558	358	165,962	-158
Vehicle Running Costs	32,340	12,338	11,278	-1,060	32,498	158
Travel and Subsistence	35,750	9,131	9,221	90	35,750	0
Supplies and Services	99,400	33,829	33,973	144	99,565	165
Support Services	93,230	0	-1,414	-1,414	93,230	0
	1,167,200	333,402	318,734	-14,668	1,167,200	0
INCOME						
Grants and Contributions	-35,000	3,062	3,062	0	-35,000	0
Other Income	-20,780	-4,927	-4,317	610	-20,780	0
	-55,780	-1,865	-1,255	610	-55,780	0
NET EXPENDITURE	1,111,420	331,537	317,479	-14,058	1,111,420	0

	<i>Approved Budget</i>	<i>Profiled Budget to Month 4</i>	<i>Actual to Month 4</i>	<i>Variance</i>	<i>Projected Outturn</i>	<i>Variance to Projected</i>
	£	£	£		£	
NET EXPENDITURE						
Central / Headquarters	402,420	100,610	101,811	1,202	401,966	-454
Land Based Operations	132,200	44,067	35,688	-8,379	132,813	613
Offshore Operations	466,150	137,084	131,889	-5,195	465,992	-158
Environment	110,650	36,883	35,198	-1,686	110,650	0
Grant Aided Projects	0	12,894	12,894	0	0	0
	1,111,420	331,537	317,479	-14,058	1,111,420	0

	<i>Approved Budget</i>	<i>Profiled Budget to Month 4</i>	<i>Actual to Month 4</i>	<i>Variance</i>	<i>Projected Outturn</i>	<i>Variance to Projected</i>
	£	£	£		£	
REPRESENTED BY						
Annual levy on Local Authorities	-1,224,320	-1,224,320	-1,224,320	0	-1,224,320	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
	-1,111,420	-1,224,320	-1,224,320	0	-1,111,420	0

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
15 November 2019

Strategic & Operational Risk Register – Six Monthly Reviews

Report of the Clerk.

A. Purpose of Report

To inform members of the Executive Committee that in accordance with the Authority's Risk Management Strategy, a six monthly review of the Strategic and Operational Risk Registers has been undertaken and is reported for information.

B. Recommendation

That the revised Strategic and Operational Risk Register be reviewed in six months' time.

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 every six months and reported to the Authority (Minute 17 refers). In accordance with these recommendations the Risk Management Strategy and Operational Risk Registers were reviewed, updated and reported to members on 14 March 2019. (Minuted item 89 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 March 2020. The identified risks have also been ranked in order of significance (highest residual risk score).
- 2.2 In the main, identified strategic and operational risk have largely remained unchanged since March 2019, although the primary risk areas relating to funding for a replacement patrol vessel and implications surrounding the outcome of the 2019 Organisational Review remain.

- 2.3 The revised Strategic Risk Register is attached as Appendix 1, the Operational Risk Register as Appendix 2 and the risk based enforcement matrix, a sub register of the Operational Risk Register, as Appendix 3 for members information. All changes are highlighted.

Contact Officer

Caroline Lacey, Clerk of the Authority
Ext 3000

Background Papers

Strategic Risk Register
Operational Risk Register

NORTH EASTERN INSHORE AND CONSERVATION AUTHORITY - STRATEGIC RISK REGISTER

Risk No	Performance Plan Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
NEIFCA 1	An Authority which attracts and keeps the best staff.	Customer/ Staff	Specialist staff and skills shortages. Sickness absence. Triggers include:- (i) Inability to recruit and retain staff. (ii) Inadequate succession planning. (iii) The Authority has a small but dedicated workforce. (iv) Private sector competition	9 (3x3)	Recruitment, retention policies, training and development, surveys of existing staff, analysis at exits interviews and managing sickness absence.	6 (2x3)	Recruitment processes expedited to fill vacancies when they arise.	Implications surrounding this area of identified risk will be highly dependent on considerations surrounding the 2019 Organisational Review report.	Chief Officer & Deputy Chief Officer
NEIFCA 2	A reputation for smart and prudent stewardship.	Disaster Planning	Major incident, i.e. patrol vessel collides with another vessel or runs aground.	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 3	A reputation for smart and prudent stewardship.	Financial Reputation	Failure to manage the Authority's assets, caused by:- <ul style="list-style-type: none">• Lack of funding• Service failures/poor maintenance• Poor risk assessments and controls• Inaction on behalf of the Chief Officer and his assistants.• Age and deterioration of vessels & vehicles	6 (2x3)	Asset Management Plans - including audit and survey result to target investment and maintenance at high priority areas. Patrol Vessel renewal fund. Maintenance programme. Risk assessments. Inspections and surveys. Insurance.	4 (2x2)	Review and define inspection survey programme. Ensure compliance with the programme. Review health and safety arrangements. Review adequacy of sums insured and compliance with insurance policy conditions. Operating a close monitoring regime on investment priority criteria. Strengthen asset management and control.	Allocation of funds to the Renewals Fund made as part of the annual budget setting increased to £100K pa Sixth monthly review of asset registers. Vessel and vehicle replacement plans in place.	Chief Officer Deputy Chief Officer

Risk No	Performance Plan 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. Statutory responsibilities.	Reputation Legal	Failure to meet statutory responsibilities set out by legislation. Main causes of risk are:- (i) Poor leadership/ judgement by managers. (ii) Inadequate monitoring review. (iii) Lack of professional staff. (iv) Legal challenge. (v) Lack of trained, experienced staff.	6 (2x3)	Series of performance targets set and measured to meet the requirements. Reported on quarterly basis to the Authority. Understanding and adherence to all governing legislation	4 (2x2)	Reviewed on a quarterly basis by reporting to the Authority.	Implications surrounding this area of identified risk will be highly dependent on considerations surrounding the 2019 Organisational Review report.	Chief Officer
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 	6 (2x3)	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.	3 (1x3)	Ensure sound business cases are made to Authority funders for continued financial support. Continue to apply for EU and other grants for project work.	Board agreed that the levy for 2019-20 be increased by 2% to meet identified pressures alongside the continuation of the IFCA 'New Burdens' funding support until March 2020. The national Association of IFCAs is developing a strong case for increased national funding as part of CSR 19	Clerk/ Treasurer/ Chief IFC Officer

Risk No	Performance Plan 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	Loss or damage to reputation through poor press and public relations	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.	3 (1x3)	Reviewed on a quarterly basis		Chief Officer
NEIFCA 7	A reputation for smart and prudent stewardship. Strategic objectives	Reputation	Failure to achieve policies, aims and objectives.	6 (2x3)	Annual Plan produced each year outlining strategic objectives. Performance measured against number of targets. Reviewed in March. Exceptions reported to Authority. Constitution, Standing Orders Schemes of Delegation. The Authority has put in place structures and processes to govern decision making.	3 (1x3)	Reviewed on a quarterly basis by the Authority.		Chief Officer
NEIFCA 8	A reputation for smart and prudent stewardship.	Reputation/ Legal	Officers acting beyond their statutory remit through inexperience. Legal challenge. Potential incident. Adverse publicity.	6 (2x3)	Full training in role. Qualifications. Performance monitoring, target setting, recruitment procedures.	3 (1x3)	As roles develop, change, continuous training and development. EDP process to be utilised for this.	Training strengthened through induction, national IFCA residential course.	Chief Officer

Risk No	Performance Plan Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
NEIFCA 9	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.	3 (1x3)	Regular updates and progress reports to Science Advisory Group, Executive and full Committee.	3 out of five outstanding byelaw regulations have since been confirmed since March 2019. 1 has been refused and 1 remains under consideration.	Chief, Deputy Chief Officers. Senior Environmental & Scientific Officer Environmental & Scientific Officers.

APPENDIX 3

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	Financial reputation, technical.	Insufficient funding to replace main fisheries vessel, North Eastern Guardian III. Access to European Funding has now been ruled out with no current prospect of securing any additional external funding support.	9 (3x3)	Maintenance of current funding levels to the vessel renewal account including allocating an additional £20K pa. Continued investment in current vessel as a saleable asset. Monitoring and utilisation of all appropriate external funding avenues. One off appropriation of funds to the Renewals Fund considered. Officers continue to explore all external funding options to support vessel replacement.	9 (3x3)	Chairman, Clerk, Chief Officer and Deputy Chief Officer	Quarterly	Budget financial review & reporting to Committees and internal working groups.
2	Staffing	Lack of staffing resources to deliver service and that staff have adequate skills training to achieve performance requirements. Increasing pressures from partner agencies to support their front-line services and primary service delivery could have a negative impact on the delivery of IFCA statutory duties and responsibilities.	9 (3x3)	Communication networks. Staff flexibility. Monitoring of workloads. Workforce Development. Vacancy Management. Adhere to Sickness Policy. Implement Training Plans. Health and Safety. Recruitment processes expedited to fill vacancies. Active participation in the MMO/IFCA joint working project and maintenance of active dialogue with all key partner agencies. AIFCA, NIMEG & TAG. Implications surrounding this area of identified risk will be highly dependent on considerations surrounding the 2019 Organisational Review report.	6 (2x3)	Clerk and Chief IFC Officer.	Quarterly.	Reports to Authority. Team meetings/ EDRs. Sickness Review Meetings. Vacancy/sickness. Performance monitoring results. Proactive training programmes.

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
3	Financial and contractual.	Unexpected budget demands and variances and failure to achieve agreed budget Income generation is expected to remain low during 2019/2020. Outcome of 2019 organisational review has financial and organisational implications for the Authority.	6 (3x2)	Increase of 2% in 2019/2020 levy. Monitoring systems. Systems to capture spend. Regular budget holder meetings. Internal Audit. Regular reviews of the appropriate level of reserves. Scrutiny and oversight of the 2019 organisational review by Executive Committee and full Authority in December 2019.	6 (3x2)	Treasurer, Clerk and Chief Officer.	Monthly.	Budget financial reporting.
4	Financial and reputational	Breaches of new General Data Protection Regulations which came into force at the end of May 2018 could lead to fines and reputational impacts.	9 (3x3)	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.	4 (2x2)	DPO Clerk Chief Officer Support Officer	Monthly	Formal complaint or report to ICO
5	Financial reputation, technical.	Volatility of global oil/fuel markets and national tax changes. Markets remain unstable	4 (2x2)	Regular monitoring of fuel spends included within quarterly reports to Authority. Additional provision made within annual precept.	4 (2x2)	Chairman, Clerk, Deputy Clerk, Chief Officer and Deputy Chief	Monthly.	Budget financial review & reporting
6	Legal/ reputation.	Legal challenge resulting from failure to undertake statutory responsibilities in terms of enforcement, poorly drafted Authority bye-laws or national legislation including national prohibition on landing egg bearing lobsters.	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.

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
7	Financial reputation.	Failure to deliver projects through lack of resources or investment. Loss of funding and grants resulting in inability to proceed with projects. Change in legislation resulting in inability to generate funds. Reputation for inability to utilise grants awarded. Continued risk level due to ongoing national MPA management programme. Future funding implications of the UK exit from the EU.	3 (1x3)	Budget setting and monitoring process. Procurement policy followed. Appropriate resources available to undertake the project. Skills and knowledge of staff. With regard to supporting national projects ensure maintenance of dialogue and a proactive approach. Business Cases considered with full whole life costs of projects made	3 (1x3)	Clerk and Chief Officer.	Monthly	Performance monitoring reports. Budget reports. Legislative changes. Government funding initiatives. Authority decisions. Contract variation slippage.
8	Customer Service/ reputation	Failure to provide agreed service. 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.	3 (1x3)	Performance Indicators. Inspections audit. Workload monitoring. Policy and procedure compliance. Staff training. Communication with customers.	3 (1x3)	Clerk and Chief IFC Officer.	Quarterly	Annual reports. Performance monitoring reports. Feedback from staff and customers.
9	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.	3 (1x3)	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.	3 (1x3)	Chairman, Clerk and Chief IFC Officer.	Monthly.	Procurement processes. Legislative changes. Contract variations. Timetable slippage.

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APPENDIX 4

OPERATIONAL RISK REGISTER – RISK BASED ENFORCEMENT 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	Impacts on fish and shellfish stocks through non-compliance with regulations. Prohibition on landing egg bearing lobsters.	8 (2x4)	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. New intelligence gathering system established to better inform targeted enforcement activity. Strengthening enforcement procedures and techniques.	6 (2x3)	Chief, Deputy Chief and IFC Officers	Monthly	Intelligence reports. Surveillance. Routine observations and complaints
2	Environmental	Impacts on fish and shellfish stocks through over-exploitation Pressures on stocks, particularly crustacea remain high although work is continuing on revised management measures.	8 (2x4)	Detailed monitoring of stock health. Development of dedicated management plans and strategies. Tailored management provisions. Sound enforcement. Fisheries accreditation schemes. National coordination Consultation processes to commence again during Spring 2020 in the development of a potting effort management regime.	6 (2x3)	Chief & Deputy Chief Officers and Environmental & Scientific Officers	Quarterly & monthly	Non achievement of stock indicators. Declining catches and fleets. Complaints and comments.

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
3	Environmental	Habitat damage caused by invasive fishing methods. Damage to protected features of European Marine Sites or Marine Conservation Zones Significant increases in nomadic scallop dredging activity surrounding the NEIFCA area	8 (2x4)	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. New byelaw regulation confirmed on 17 December 2015 to strengthen the management of scallop dredging within the Authority's district. 3 new regulations confirmed during July and August 2019. 1 rejected and 1 still under consideration by Defra.	4 (1x4)	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 other marine species such as sea birds, cetaceans and other organisms associated with fishing activities	4 (1x4)	Monitoring through fishing permit and catch and effort schemes. One off studies and assessments. Timely use of	4 (1x4)	Chief Officer, Deputy Chief Officer Environmental	Quarterly to Authority and associated	Negative feedback from catch reporting schemes and or studies. Complaints

				emergency byelaw making procedures when required.		& Scientific Officers	working groups	
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NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
15 November 2019

Health & Safety Policy & Safe Working Practices 2019/2020 - Review

Report by the Chief Officer.

A. Purpose of Report

To inform members of the completion of the six monthly 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 March 2019 there have been no notable incidents to report and as part of this standard six-monthly review all the Safe Working Practices and supporting risk assessments have been fully reviewed and updated.
- 1.4 The updated safe working practice document 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.

Contact Officer

David McCandless
Chief Officer
Ext. 3690



HEALTH AND SAFETY POLICY

2019/2020

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- 3.18 Patrol Vessels Emergency Procedures
- 3.19 Health and Safety Committee

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;

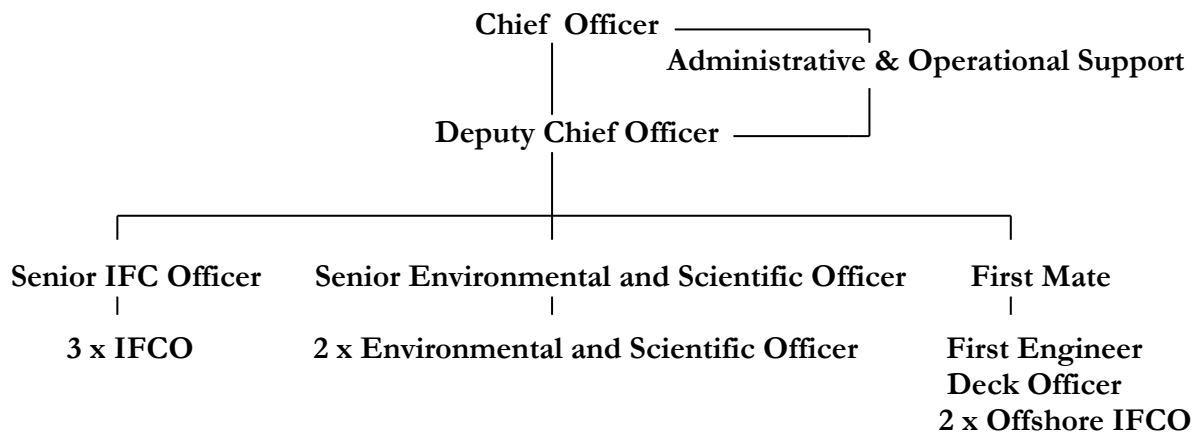
A copy of this Statement of Policy will be issued to all employees. It will be reviewed and modified as necessary and will be supplemented in appropriate cases by further statements relating to the work of individual employees or groups of employees.

Signature_____Date_____

Clerk of the Authority

Part 2: ORGANISATION FOR SAFETY

2.1: STRUCTURE OF ORGANISATION



2.2 Clerk (Deputy 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:-

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

2.3 Chief Officer:-

- (a) 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.
- (b) 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.
- (c) Ensure all employees are aware of and fulfil their safety responsibilities and arrange for the relevant training.
- (d) 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) Ensure that all personnel know their responsibilities under the Policy and that they are equipped and trained to carry out their duties.
- (b) Implement within their designated area of work, the Health and Safety Policy & Safe Working practices protocol.
- (c) Ensure 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) Ensure 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.

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 and copies are available at the Bridlington & Whitby Offices and Patrol Vessel.
- (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) It is the responsibility of the Deputy CO to ensure 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, including duties involving North Eastern Guardian III are inspected and 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 Deputy CO 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 Deputy CO 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 sign 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 Deputy CO 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) 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 (HSE and or 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.

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 manufacturers 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.

3.19 Health and Safety Committee

- (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 every six weeks.
- (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 the Health and safety Committee. In addition, Health and Safety provisions will be reviewed at regular senior management team meetings held throughout the year.
- (d) The Chief Officer will ensure that an accurate written record of proceedings is kept.

- (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 Development Review 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: 01482 393 690



HEALTH AND SAFETY POLICY

2019/2020

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- 3.17 Driving at Work
- 3.18 Patrol Vessels Emergency Procedures
- 3.19 Health and Safety Committee

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;

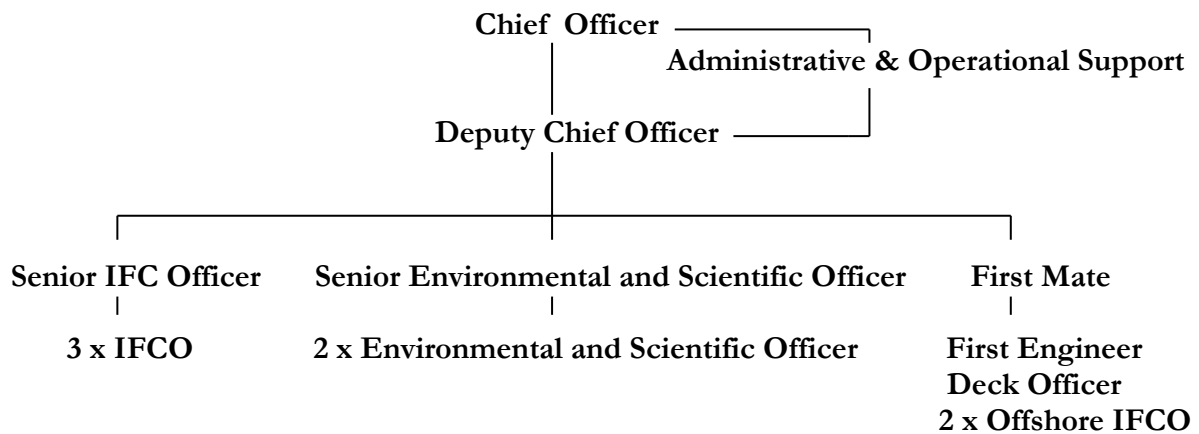
A copy of this Statement of Policy will be issued to all employees. It will be reviewed and modified as necessary and will be supplemented in appropriate cases by further statements relating to the work of individual employees or groups of employees.

Signature_____Date_____

Clerk of the Authority

Part 2: ORGANISATION FOR SAFETY

2.1: STRUCTURE OF ORGANISATION



2.2 Clerk (Deputy 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:-

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

2.3 Chief Officer:-

- (a) 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.
- (b) 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.
- (c) Ensure all employees are aware of and fulfil their safety responsibilities and arrange for the relevant training.
- (d) 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) Ensure that all personnel know their responsibilities under the Policy and that they are equipped and trained to carry out their duties.
- (b) Implement within their designated area of work, the Health and Safety Policy & Safe Working practices protocol.
- (c) Ensure 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) Ensure 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.

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 and copies are available at the Bridlington & Whitby Offices and Patrol Vessel.
- (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) It is the responsibility of the Deputy CO to ensure 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, including duties involving North Eastern Guardian III are inspected and 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 Deputy CO 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 Deputy CO 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 sign 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.

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The Deputy CO 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.

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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) 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 (HSE and or 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.

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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.

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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 manufacturers 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.

3.19 Health and Safety Committee

- (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 every six weeks.
- (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 the Health and safety Committee. In addition, Health and Safety provisions will be reviewed at regular senior management team meetings held throughout the year.
- (d) The Chief Officer will ensure that an accurate written record of proceedings is kept.

- (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 Development Review 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

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NEIFCA

SAFE WORKING
PRACTICES

2019/2020

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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 vests are provided to all officers as a standard item of personal protective equipment. The active use of the vest remains at the discretion of the officer and should be based on a 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.

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, should be particularly noted.
- 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) Body 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 under specific authorisation of the Senior Management Team.

- 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

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 pot/ Net hauler on board the NEGIII RIB.

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

- 1) Hauler only to be used when weather conditions allow safe operations.
- 2) Pump clutch only to be engaged when RIB engine is on tick over.
- 3) Care to be used when engaging pump clutch-no loose clothing around hands/ wrists etc.
- 4) Pump clutch to be disengaged as soon as hauling operations are ended.
- 5) When working pots, nets etc crew members are to be aware of hazards that come with retrieving or shooting of the said gear. ***SSB1.2 Handling catch/fishing gear.***

- 6) RIB coxswain and crew must pay particular attention to the stability of their vessel during winch operations in strong tides and whilst hauling heavy objects, if in any doubt as to the safety of the operation then this must be aborted.

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 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) 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 pots, nets etc 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) Avoid the use of gloves where practicable whilst using the hauler.
- 7) 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) Employee's will abide by the provisions of the Highway Code at all times.

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) Ear defenders must be worn at all times when the ATV is operational.
- 3) 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).
- 4) 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).
- 5) Ensure gloves are available to protect against wind chill in cold weather
- 6) Ensure suitable outer garments are worn appropriate to the weather conditions on the day, suitable waterproof clothing should be carried at all times.
- 7) Ensure drinking water is available to prevent dehydration.
- 8) 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.
- 9) A VHF Radio, PLB, mobile phone, foot pump, puncture repair kit and extra fuel must be present on the ATV when working intertidally.
- 10) A folding shovel and boards are provided in case of bogging.
- 11) A check list must be completed prior to each occasion the 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
- 12) When leaving the 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.
- 13) 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.

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 Patrol Boat Skipper 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
- ❑ Waterproof/warm clothing for each person.
- ❑ Hand held compass
- ❑ Hand-held 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 Patrol Boat Skipper/ Deputy CO 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 Discard Surveys

- 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 a 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:
 - ❑ Personal EPIRB
 - ❑ 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) When inspecting cooked/uncooked products officers must take suitable precautions as advised by the owner in order to prevent cross-contamination of food products.
- 6) When measuring shellfish or whitefish ensure the correct handling procedure is followed,
- 7) Any objects such as trawl nets, fish boxes, containers and other heavy objects should be lifted in accordance with manual handling techniques.
- 8) Be aware at all times of any machinery operating such as forklifts, always conduct inspection of fish in safe location.
- 9) Employees must familiarise themselves with the premises emergency procedures in case of fire etc.

- 10) 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) Only the 'Splash Drone 3+' model should be operated from a vessel.
- 4) 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.
- 5) Make sure all electrical fittings are fully connected and secured.
- 6) Take care when installing or removing propellers to prevent cutting or scratches to hands.
- 7) Check all propellers to ensure that there is no damage, they are correctly installed and securely fastened.
- 8) 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.

- 9) Prior to take-off ensure that the drone has a minimum connection to at least 9 satellites
- 10) 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.
- 2) Ensure due care and attention is paid to sea state and vessel manoeuvres when 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	Discard Surveys	RA17	
RA8	Launching of RIB with Vehicle and Trailer	RA18	
RA9	Patrol Vessels General deck Work	RA19	
RA10	Patrol Vessel Engine Room	RA20	

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 - Discard surveys
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 or the Deputy Chief Officer using one of the following numbers:
 - Deputy Chief Officer 07879815464
 - Senior IFCO 077787859736
 - Senior Environmental & Scientific Officer 07810637297
 - First Mate 07790556679
- 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.

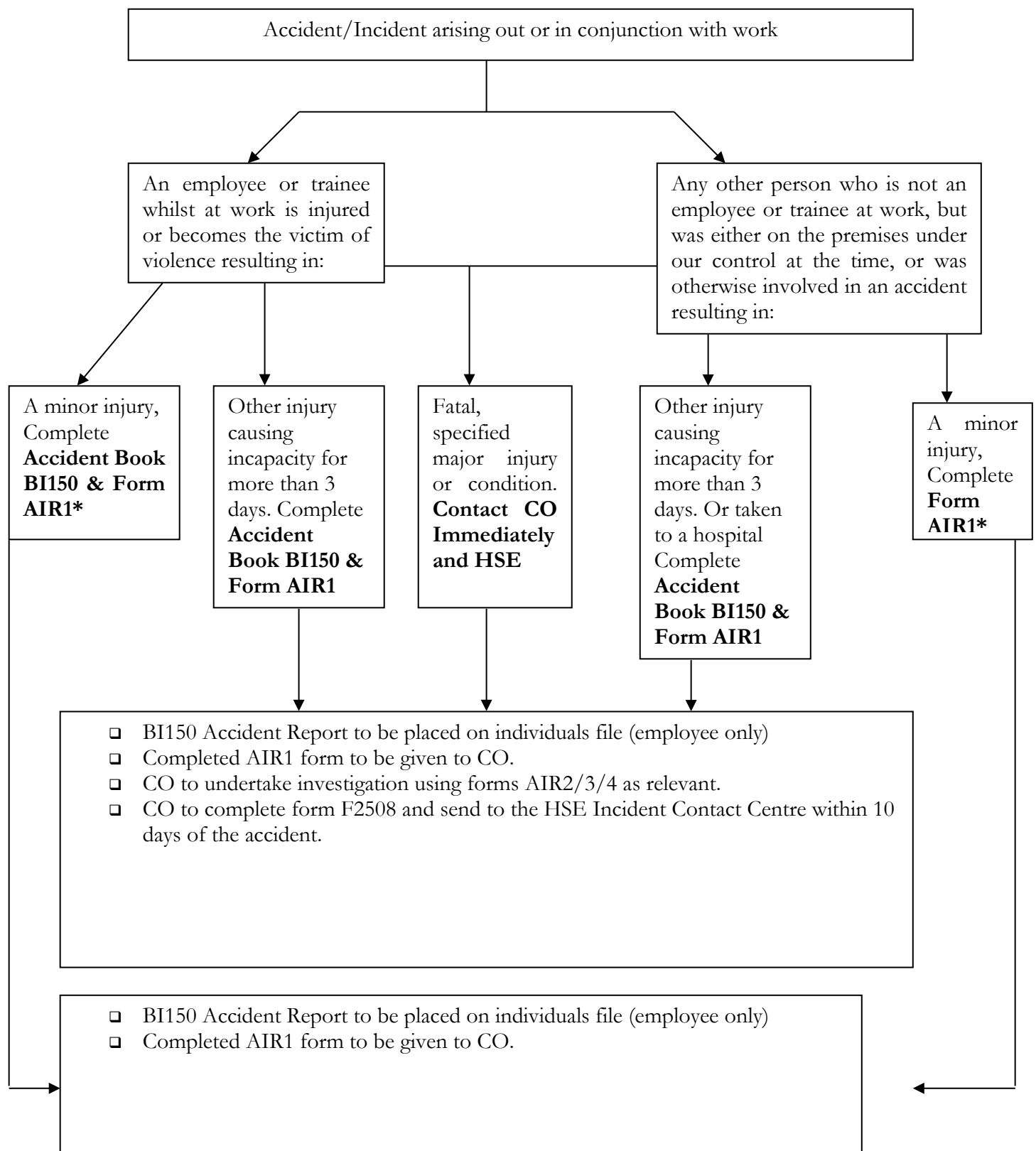
Accident Reporting Procedure (MAIB)

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.

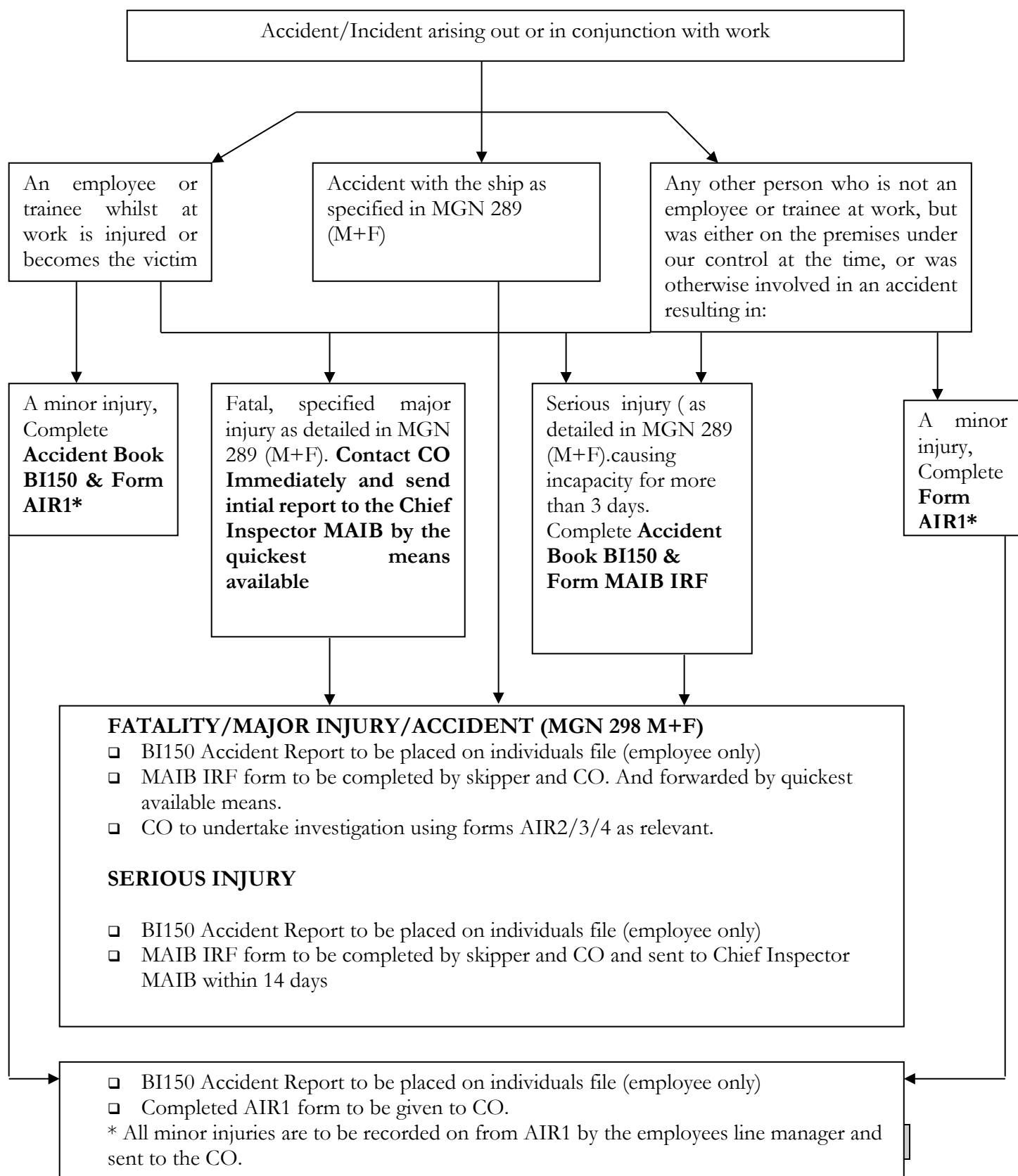
All accidents and incidents should be investigated and recorded to ensure future work activities are modified accordingly to ensure a safe working environment. The 'Accident Reporting Procedure (MAIB) Flow Chart' contains the relevant procedures to be followed in reporting and recording all accidents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



NEIFCA

SAFE WORKING
PRACTICES

2019/2020

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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 vests are provided to all officers as a standard item of personal protective equipment. The active use of the vest remains at the discretion of the officer and should be based on a 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.

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, should be particularly noted.
- 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) Body 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 under specific authorisation of the Senior Management Team.

- 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

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 pot/ Net hauler on board the NEGIII RIB.

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

- 1) Hauler only to be used when weather conditions allow safe operations.
- 2) Pump clutch only to be engaged when RIB engine is on tick over.
- 3) Care to be used when engaging pump clutch-no loose clothing around hands/wrists etc.
- 4) Pump clutch to be disengaged as soon as hauling operations are ended.
- 5) When working pots, nets etc crew members are to be aware of hazards that come with retrieving or shooting of the said gear. ***SSB1.2 Handling catch/fishing gear.***

- 6) RIB coxswain and crew must pay particular attention to the stability of their vessel during winch operations in strong tides and whilst hauling heavy objects, if in any doubt as to the safety of the operation then this must be aborted.

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 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) 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 pots, nets etc 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) Avoid the use of gloves where practicable whilst using the hauler.
- 7) 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) Employee's will abide by the provisions of the Highway Code at all times.

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) Ear defenders must be worn at all times when the ATV is operational.
- 3) 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).
- 4) 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).
- 5) Ensure gloves are available to protect against wind chill in cold weather
- 6) Ensure suitable outer garments are worn appropriate to the weather conditions on the day, suitable waterproof clothing should be carried at all times.
- 7) Ensure drinking water is available to prevent dehydration.
- 8) 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.
- 9) A VHF Radio, PLB, mobile phone, foot pump, puncture repair kit and extra fuel must be present on the ATV when working intertidally.
- 10) A folding shovel and boards are provided in case of bogging.
- 11) A check list must be completed prior to each occasion the 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
- 12) When leaving the 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.
- 13) 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.

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 Patrol Boat Skipper 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
- ❑ Waterproof/warm clothing for each person.
- ❑ Hand held compass
- ❑ Hand-held 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 Patrol Boat Skipper/ Deputy CO 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 Discard Surveys

- 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 a 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:
 - ❑ Personal EPIRB
 - ❑ 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) When inspecting cooked/uncooked products officers must take suitable precautions as advised by the owner in order to prevent cross-contamination of food products.
- 6) When measuring shellfish or whitefish ensure the correct handling procedure is followed,
- 7) Any objects such as trawl nets, fish boxes, containers and other heavy objects should be lifted in accordance with manual handling techniques.
- 8) Be aware at all times of any machinery operating such as forklifts, always conduct inspection of fish in safe location.
- 9) Employees must familiarise themselves with the premises emergency procedures in case of fire etc.

- 10) 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) Only the 'Splash Drone 3+' model should be operated from a vessel.
- 4) 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.
- 5) Make sure all electrical fittings are fully connected and secured.
- 6) Take care when installing or removing propellers to prevent cutting or scratches to hands.
- 7) Check all propellers to ensure that there is no damage, they are correctly installed and securely fastened.
- 8) 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.

- 9) Prior to take-off ensure that the drone has a minimum connection to at least 9 satellites
- 10) 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.
- 2) Ensure due care and attention is paid to sea state and vessel manoeuvres when 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	Discard Surveys	RA17	
RA8	Launching of RIB with Vehicle and Trailer	RA18	
RA9	Patrol Vessels General deck Work	RA19	
RA10	Patrol Vessel Engine Room	RA20	

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 - Discard surveys
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 or the Deputy Chief Officer using one of the following numbers:
 - Deputy Chief Officer 07879815464
 - Senior IFCO 077787859736
 - Senior Environmental & Scientific Officer 07810637297
 - First Mate 07790556679
- 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.

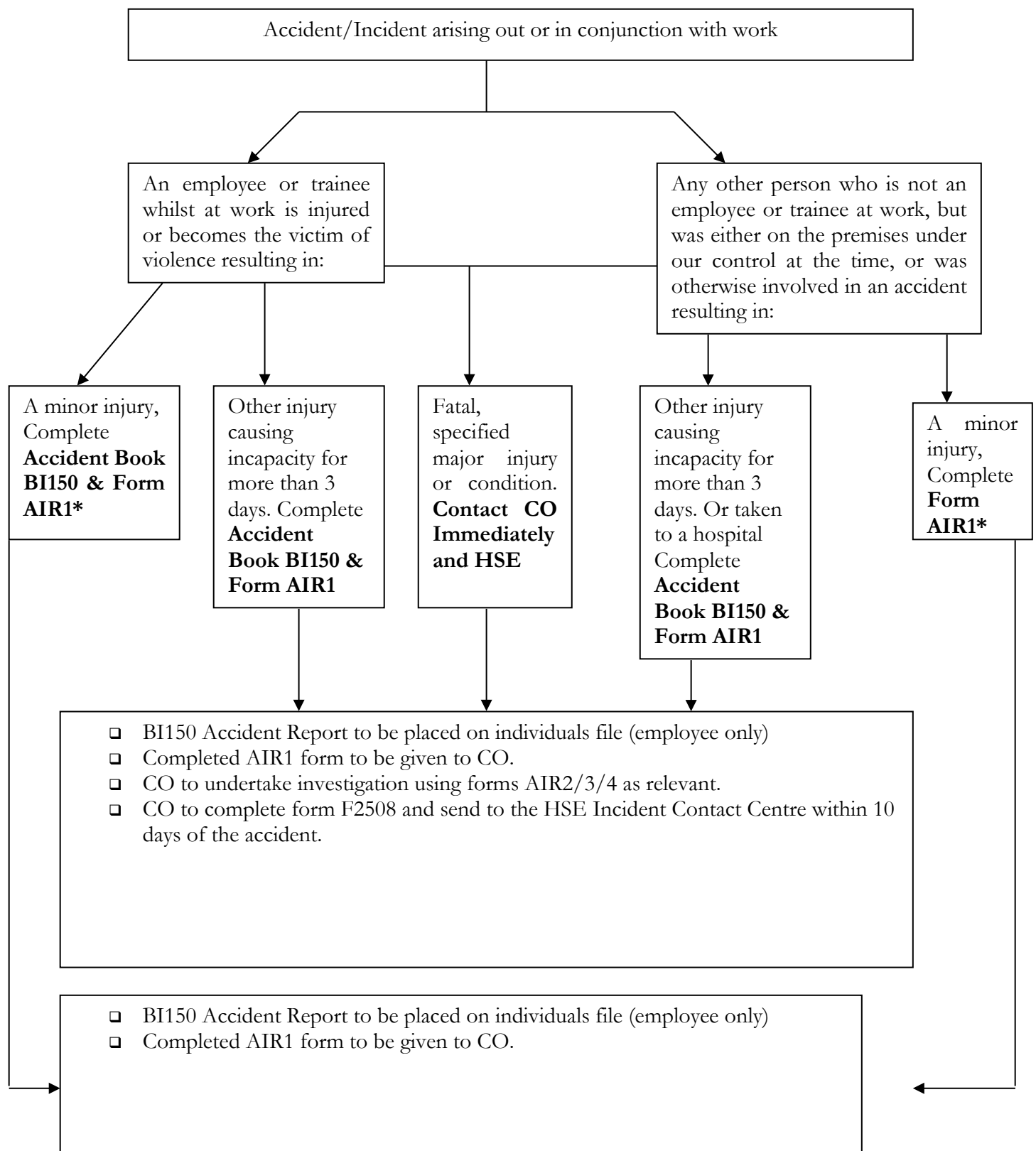
Accident Reporting Procedure (MAIB)

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.

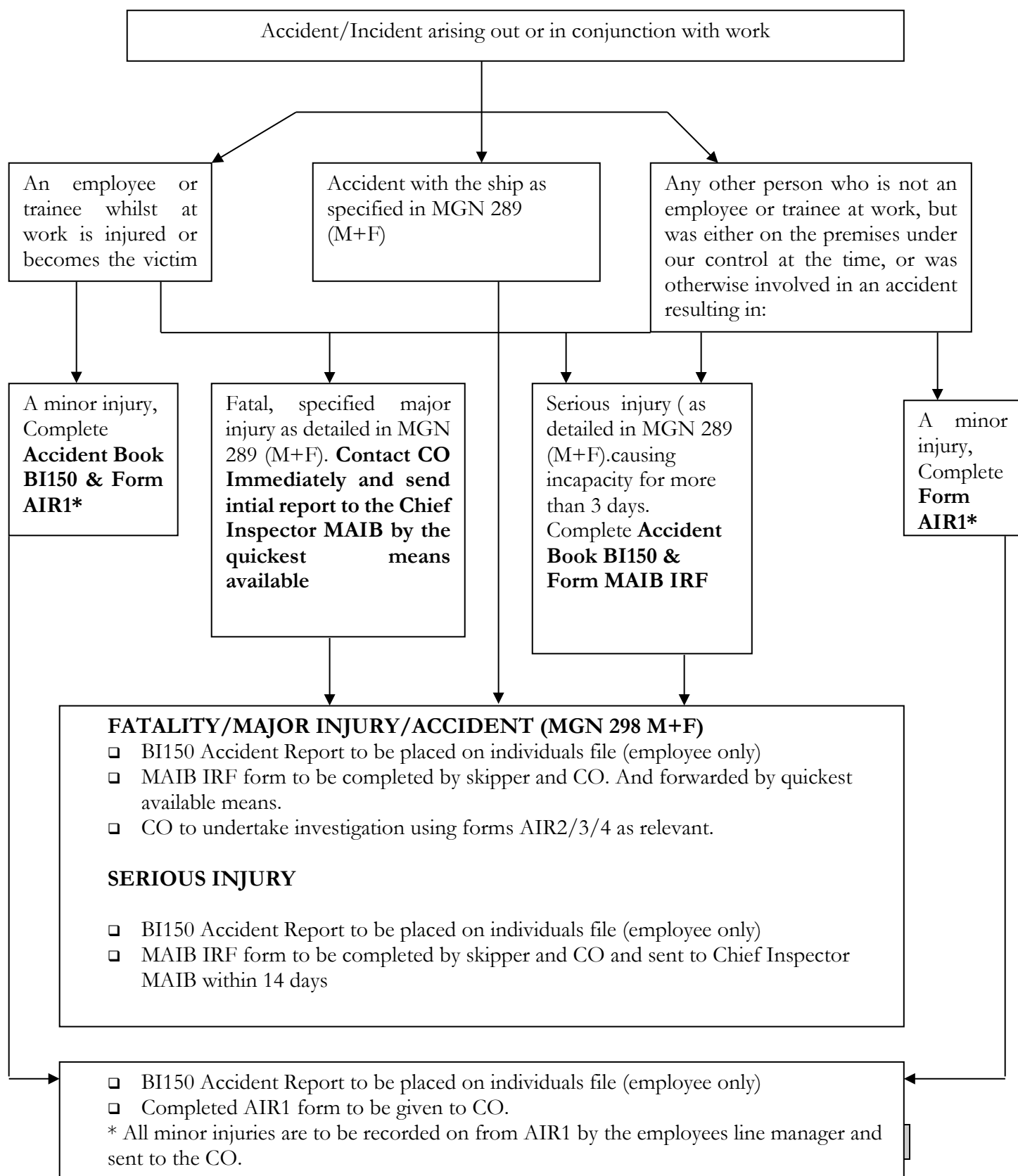
All accidents and incidents should be investigated and recorded to ensure future work activities are modified accordingly to ensure a safe working environment. The 'Accident Reporting Procedure (MAIB) Flow Chart' contains the relevant procedures to be followed in reporting and recording all accidents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



North Eastern Inshore Fisheries & Conservation Authority

Operational Risk Assessments 2019

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Help				Risk Assessment			
TASK OR WORK OPERATION				Task Description			
Assessor D McCandless				Shellfish surveying of cockle beds in estuarine area, which is subject to fast tidal influences and potentially unsettled weather conditions.			
Assessment No. RA1				Assessment Date 25/02/2019			
				Re-assessment Date 25/02/2020			
Employees at Risk All staff involved in surveying				Adjacent people and jobs that might be affected by this work None identified			
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

Help				Risk Assessment			
TASK OR WORK OPERATION				Task Description			
Inspection of Catches Landed at the quayside, harbour or at sea				Inspection by officers of catches landed by vessels either on the quayside/beach area, in the harbour requiring access via pontoons/ladders, or at sea through boarding operations.			
Assessor D McCandless				Assessment Date 25/02/2019			
Assessment No. RA2				Re-Assessment Date 25/02/2020			
Employees at Risk All				Adjacent people and jobs that might be affected by this work Fishermen/Merchants			
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	4	12	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)	3	3	9

Help				Risk Assessment			
TASK OR WORK OPERATION				Task Description Inspection by officers of premises used in the sale/processing/storage of fish products e.g shellfish holding facilities, restaurants, shops.			
Assessor D McCandless		Assessment Date 25/02/2019		Adjacent people and jobs that might be affected by this work Fishermen/Premises			
Assessment No. RA3		Re-Assessment Date 25/02/2020					
Employees at Risk All							
Hazards			Initial Risk	Controls			Residual Risk
	HP	L	R		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	4	12	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)	3	2	6

Help				Risk Assessment			
TASK OR WORK OPERATION				Task Description Inspection by officers of person/s in any location.			
Assessor D McCandless		Assessment Date 25/02/2019		Adjacent people and jobs that might be affected by this work Fishermen/private individuals			
Assessment No. RA4		Re-Assessment Date 25/02/2020					
Employees at Risk All							
Hazards			Initial Risk	Controls			Residual Risk
	HP	L	R		HP	L	R
1 Violence towards Officer	3	4	12	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)	2	3	6
2 Intimidation and/or threats	3	4	12	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 25/02/2019 Re-Assessment Date 25/02/2020		Adjacent people and jobs that might be affected by this work Fishermen/Private individuals			
Assessment No. RA5							
Employees at Risk All							
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. 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	4	12	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)	2	3	6
10 Intimidation and/or threats	3	4	12	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 25/02/2019 Re-Assessment Date 25/02/2020		Adjacent people and jobs that might be affected by this work None identified			
Assessment No. RA6							
Employees at Risk All							
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	4	12	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)	2	3	6
6 Intimidation and/or threats	3	4	12	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)	2	3	6
7 Discard Surveys	-	-	-	See RA 7 'Discard Surveys'	-	-	-
8 Shellfish Surveys	-	-	-	See RA 1 'Surveying Shellfish Beds'	-	-	-
9 Inspection of premises	-	-	-	See RA 3 'Inspection of Premises'	-	-	-
10 Inspection of vehicles	-	-	-	See RA 5 'Inspection of Vehicles'	-	-	-
11 Inspection of vessels	-	-	-	See RA 2 'Inspection of Vessels'	-	-	-

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 25/02/2019 Re-Assessment Date 25/02/2020			
Employees at Risk Project Officers				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	3	2	6	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
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	2	4	Follow Safe System of Work Handling Catch/Fishing Gear (SSB1.2)	2	1	2
8 AT SEA: Falling overboard	3	2	6	Follow Safe System of Work for Discard Surveys (SSB1.13)	2	1	2
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 The stand alone RIB is required to be launched from specific locations using a vehicle/trailer.							
Assessor D McCandless		Assessment Date 25/02/2019									
Assessment No. RA8		Re-Assessment Date 25/02/2020								Adjacent people and jobs that might be affected by this work Fishermen/members of public	
Employees at Risk ALL											
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 All offshore staff are responsible for manning each patrol vessel during the course of its operations.							
Assessor D McCandless		Assessment Date 25/02/2019									
Assessment No. RA9		Re-Assessment Date 25/02/2020								Adjacent people and jobs that might be affected by this work Potentially visitors to vessel/other vessels/other officers & personnel	
Employees at Risk All Offshore 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

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 with the aid of trained and competent crew.			
Assessor D McCandless		Assessment Date 25/02/2019		Re-Assessment Date 25/02/2020		Adjacent people and jobs that might be affected by this work Contractors	
Assessment No. RA10		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 25/02/2019		Re-Assessment Date 25/02/2020		Adjacent people and jobs that might be affected by this work Other staff	
Assessment No. RA11		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 RIB's are used by staff at sea to undertake the boarding and inspection of fishing vessels.			
Assessor D McCandless		Assessment Date 25/02/2019		Adjacent people and jobs that might be affected by this work Fishermen/vessel operators			
Assessment No. RA12		Re-Assessment Date 25/02/2020					
Employees at Risk All staff							
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	4	3	12	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea	4	2	8
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	3	2	6	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea	3	1	3
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		<u>Task Description</u> 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.										
Assessor D McCandless		Assessment Date 25/02/2019										
Assessment No. RA13		Re-Assessment Date 25/02/2020										
Employees at Risk All offshore personnel		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 (SSB1.12)					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

Help		Risk Assessment										
TASK OR WORK OPERATION		<u>Task Description</u> All staff are involved in use of Authority vehicles or own cars for work purposes.										
Assessor D McCandless		Assessment Date 25/02/2019										
Assessment No. RA14		Re-Assessment Date 25/02/2020										
Employees at Risk All Staff		Adjacent people and jobs that might be affected by this work Members of the public										
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

Help				Risk Assessment				
Intertidal Survey Work				Task Description				
Assessor D McCandless				Intertidal Survey Work				
Assessment No. RA 15				Assessment Date 25/02/2019 Re-Assessment Date 25/02/2020				
Employees at Risk All staff involved in intertidal survey work				Adjacent people and jobs that might be affected by this work Members of the public				
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 waded 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 All Terrain 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

Help		Risk Assessment										
TASK OR WORK OPERATION Drone Operation Onshore & Offshore		Task Description Take off, operating and landing a drone both onshore and offshore.										
Assessor J Redfern		Assessment Date 25/02/2019		Adjacent people and jobs that might be affected by this work						Members of public, property		
Assessment No. RA16		Re-Assessment Date 25/02/2020										
Employees at Risk All staff												
Hazards		Initial Risk			Controls					Residual Risk		
		HP	L	R						HP	L	R
1	Damaged LiPo LiHV battery catching fire	5	3	15	Proper maintenance, safe transportation and usage in reference to Splash Drone 3+ User Manual V1.31 (P.42 Flight Battery Safety Guideline) or other operating manuals depending on the make and model of the drone. Store batteries in fire proof bag aboard NEGIII when not in use					5	1	5
2	Fire risk while charging LiPo LiHV battery	5	3	15	Ensure the correct charger, cables and batteries are used. Never leave a charging or discharging battery unattended. In reference to AC/DC Smart Balance Charger User Manual V2.0 (2. Important Precautions)					5	1	5
3	Skin burns from battery acids	3	3	9	Ensure proper disposal of any damaged battery in reference Splash Drone 3+ User Manual V1.31 (P.45 Flight Battery Safety Guideline section 5) or other operating manuals depending on the make and model of drone used. If handling a damaged battery ensure correct PPE is worn					2	2	4
4	Losing control or sight of drone due to environmental conditions causing damage to people or property	4	3	12	Check environmental conditions are suitable for flying in reference to (Splash Drone 3+ User Manual V1.31 (P.41 Specifications + P.30 Flying The Splash Drone) or other relevant operating manuals depending on the make and model of drone used. Do not fly any drone if environmental condition thresholds are exceeded					2	1	2
5	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 Splash Drone 3+ User Manual V1.31 (P.13 Propellers). When operating from the land the drone should be placed on the ground and in GPS mode, ensure a safe working distance is maintained during take off and landing. If operating offshore, ensure the vessel is upwind of the drone during during take off and if possible, land against the wind to ensure the drone is held away from the vessel reference to Splash Drone 3+ User Manual V1.31 (p34 take offs and landing from a boat). When operating from the land, ensure operator and assistant are stood upwind and to the side of the drone for take off and landing in reference to Splash Drone 3+ User Manual V1.31 (P.31 Starting Stopping The Motors) or other appropriate operating manual depending on the make and model of the drone. During flight always maintain eye contact with the drone and ensure you maintain a safe operating distance at all times from persons, property, vessels and other obstructions. Never attempt to touch propeller blades until motors are completely stopped.					2	3	6
6	Bodily harm or environmental damage from falling drone camera due improper attachment	3	2	6	Ensure camera is securely attached in reference to Waterproof 3-Axis Gimbal Camera (GC-3) Manual V1.1					1	1	1
7	Damage to persons or drone during drone calibration process	1	2	2	Ensure drone operator has sufficient space away from other persons or objects and is in a suitable area void of slippery surfaces while conducting drone calibration process Splash Drone 3+ User Manual V1.31 (P.22 Complete 6 sided Calibration Process)					1	1	1
8	Electrical shock from battery during assembly	4	2	8	Ensure drone assembly is conducted in a clean, dry environment away from sources of water or in cover of rain/seawater spray. Ensure the drone GPS hatch is securely and tightly fastened at the end of assembly removing risk of water penetrating the drone body.					2	1	2
9	Bodily harm or environmental damage from falling drone	4	3	12	Before take off ensure the drone has sufficient satellite connections (9) and the controller is correctly paired with the drone. Once in the air complete a test of control to ensure the operator has full control. Ensure a fully charged battery is used during each flight and monitor battery level during flight ensure a minimum of 14V. In emergency stop the drone motors to reduce any potential damage in reference to Splash Drone 3+ User Manual V1.31 (P.32 Locking and Stopping the Motors)					4	2	8
10	Collisions while airborne with other aircraft, vessels, powerlines, buildings birds or persons	4	4	16	Ensure rules of the UK Drone Code and flight restrictions are adhered to in reference to UK Drone Code (Civil Aviation Authority) and Splash Drone 3+ User Manual V1.31 (P.30 default flight restrictions + P.45 Safe Operation Guidelines + P.47 Fligh Safety) or other appropriate manuals depending on the make and model of drone used. Do not operate in low light or low visibility conditions due to high risk of losing sight of drone. Where possible check for any known aircraft flying in the area.					4	2	8
11	Burn to hands or fire risk due to overheating of drone	2	2	4	Do not expose drone and battery to direct sunlight for a sustained period of time and ensure drone isn't operated outside of working temperature in reference to Splash Drone 3+ User Manual V1.31 (P.41 Specifications). If drone becomes overheated do not attempt to handle the battery until it is sufficiently cooled in reference to Splash Drone 3+ User Manual V1.31 (P. 46 Flying Guide)					1	1	1
12	Cuts and bodily damage inflicted while conducting take off or landing from hand	3	4	12	The option of take off or landing by hand should be generally avoided with other safer options taking preference. Where take off and landing from hand is carried out the correct PPE must be worn at all times by the handler including a helmet with face shield and suitable gloves. 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					2	2	4
13	Man overboard when operating a drone at sea	5	2	10	Ensure due care and attention is paid to sea state and vessel manoeuvres while operating the drone. Ensure operator is safely positioned on the boat away from open sides or hazards. If the drone has to be reveyred from water ensure safe footing is maintained a correct equipment is used (boat hook). Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea (SSB1.4)					5	1	5