

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

EXECUTIVE MEETING

Meeting Room 7, County Hall, Cross Street, Beverley, HU17 9BA

Thursday 5 March 2026 09:30am

AGENDA

1. Apologies for absence
2. Declaration of Personal or Prejudicial Interests – Members to declare any interests in items on the Agenda and the nature of such interests
3. To take the notes of the meeting held on 4 September 2025 as a correct record (*pages 1-4*)

Items for Decision

4. NEIFCA Annual Plan 2026/2027 (*pages 5-10*)
5. Budget Report 2025/2026 (*pages 11-16*)
6. Revenue Budget 2026/2027 (*pages 17-24*)
7. Risk Management Strategy & Strategic and Operational Risk Register Reviews (*pages 25-42*)
8. NEIFCA Health & Safety Policy & Safe Working Practices 2026/2027 (*pages 43-94*)

Items for Discussion

9. Chief Officer's Operational Update (*pages 95-98*)

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**MEETING OF THE EXECUTIVE COMMITTEE****04 SEPTEMBER 2025****Present**

Prof Mike Elliott (Chair)
 Cllr David Chance (Vice Chair)
 Cllr Tim Norman
 Mr Graham Collins
 Cllr Neil Swannick
 Cllr Rachel Creevy
 Dr Stephen Axford

Representing

MMO Appointee
 North Yorkshire Council
 East Riding of Yorkshire Council
 MMO Appointee
 North Yorkshire Council
 Hartlepool Borough Council
 MMO Appointee

Darren Stevens, Clerk, East Riding of Yorkshire Council, Liz Smith, East Riding of Yorkshire Council on behalf of David Kirven, David McCandless, NEIFCA Chief Officer and Dr Ralf Bublitz, NEIFCA Environmental & Scientific Officer also attended the meeting.

The meeting took place in County Hall, Beverley, the meeting commenced at 9.30am.

15.	APOLOGIES
	Apologies for absence received from David Kirven, Treasurer and Councillor Henry.
16.	DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS
	Resolved – The Chair asked Members to declare any personal or prejudicial interests with respect to items on the Agenda and the nature of such interests. No such interests were declared.
17.	TO TAKE NOTES OF THE MEETING HELD ON 06 MARCH 2025 AS A CORRECT RECORD
	Resolved – That the minutes of the meeting held on 06 March 2025 are approved as a correct record and signed by the Chairman.
18.	BUDGET MONITORING 2025/2026
	Liz Smith, East Riding of Yorkshire Council, presented a report on behalf of the Treasurer to advise Members of the budget position at the end of July (month 4) in 2025/26. The report highlighted that at the end of July 2025, the Authority had net expenditure of £437,264 against an expected £480,961, underspending by £43,697. The forecast outturn underspend was £198,098. The majority of the underspend was a consequence of minor slippage in the completion of the build of the new patrol vessel. The delay had resulted in forecast underspends of £100,000 on the finance lease with East Riding of Yorkshire Council for the period April-

	September 2025, a projected £18,600 underspend on vessel fuel and £44,761 surplus on bank interest as the balance in the Renewals Fund is higher than budgeted to allow for the one-off payment towards the new vessel.
	Resolved – (a) That the budget monitoring forecast outturn underspend at 31 March 2026 of £198,098 be noted. (b) That the Treasurer and Chief Officer be approved to increase the one-off payment to East Riding of Yorkshire Council towards the new patrol vessel by up to £200,000, funded from a combination of the forecast 2025/26 outturn underspend and increased balance on the Renewals Fund at the end of 2024/25 financial year. (c) That the balance of any remaining underspend at outturn be transferred to the Renewals Fund.
19.	STRATEGIC & OPERATIONAL RISK REGISTER REVIEW
	The Clerk presented a report to inform members of the Executive Committee that in accordance with the Authority’s Risk Management Strategy, a sixth monthly review of the Strategic and Operational Risk Registers had been completed and reported for information. The Chief officer informed members that the sale of NEG III and the successful financing of NEG IV had reduced the level of financial risk, reported previously. Members suggested that operational risks relating to delays in the commissioning of the new vessel, should be captured separately. The Chief Officer agreed to action such.
	Resolved – That the revised Strategic and Operational Risk Register be reviewed in six months’ time.
20.	NEIFCA STANDING ORDERS & FINANCIAL REGULATIONS – ANNUAL REVIEW
	The Chief Officer presented a report to advise members of the completion of the annual review of NEIFCA Standing Orders and Financial Regulations alongside an updated version of the regulations for approval and adoption. Members were informed that no major changes had been made, most of the changes, detailed in section 1.2 of the report, were grammatical amendments. Members agreed that in future only substantive changes to the Standing Orders and Financial Regulations should be brought to the Executive Committee for approval going forward.
	Resolved – That the revised Standing Orders and Financial Regulations be approved and adopted.
21.	EXCLUSION OF THE PUBLIC
	That the public be excluded from the meeting for consideration of the following item (Minutes 22) on the grounds that it involves the likely disclosure of exempt information defined in paragraphs 8 and 9 of part 1 of schedule 12A of the Local Government Act 1972.
	Resolved – That the public be excluded from the meeting for consideration of the following item (minutes 22)
22.	NEIFCA PERMIT APPEALS – SCALLOP DREDGING
23.	NEIFCA ANNUAL AUDIT 2024/2025

	The Clerk presented a report to inform members of the findings of the annual report. Members were informed that the substantial assurance level had been maintained. This level of assurance reflects that there is a sound system of governance, risk management and control exists, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited. Members were assured that the recommendations made by the internal audit had already been completed and any modifications had been implemented.
	Resolved - Members noted the report.
24.	NEIFCA ANNUAL REPORT 2025/2026
	The Chief officer presented a draft copy of the NEIFCA Annual Report covering the period, 2024/2025, summarising the Authority's outputs and activities during the year. Members acknowledged the work Officers had completed throughout the year and endorsed the report for submission to Defra.
	Resolved - Members noted the report.
25.	CHIEF OFFICERS OPERATIONAL UPDATE
	The Chief Officer presented members with an operational update covering the period March to August 2025. The Chief Officer discussed the progress of the new vessel build, North Eastern Guardian IV which was formally named and blessed at a ceremony in June 2025. The Chief Officer advised that the new vessel was not currently fully operational and that formal acceptance had been delayed until all works and testing had been completed. The report also included an overview of the enforcement, compliance and Environmental work, national workstreams and priority workstreams for the following six months.
	Resolved - Members noted the report.
26.	NEIFCA HEALTH & SAFETY POLICY & SAFE WORKING PRACTICES 2025/2026 - REVIEW
	Chief Officer presented a report to inform members of the completion of the sixth monthly review of the Authority's Health & Safety provisions. Since the last review in March 2025, there had been no notable incidents or accidents to report. Members were informed that officers were currently in the process of reviewing and updating the risk assessments and associated safe working practices to incorporate new equipment and working practices associated with North Eastern Guardian IV.
	Resolved - Members noted the report.
27.	NEIFCA BYELAWS UPDATE
	The Chief Officer presented a report updating Members on progress relating to the following byelaws which were made at a meeting of the Authority held on 1 December 2022: <u>XXVIII Shellfish Permit Byelaw 2022</u> Since the making of this byelaw in December 2022, it had been subject to internal quality assurance, informal consultation and a wider formal statutory consultation which closed on the 27 October 2023. In line with the statutory process the draft byelaw regulation and supporting documentation was sent to the Marine Management Organisation (MMO) for a Quality

	<p>Assurance (QA) assessment on 11 January 2024 with a recommendation that it be further considered for formal confirmation by Defra. The draft regulation and its supporting RIA had subsequently gone through six phases of QA checking with the MMO and on 9 July 2025 it was finally submitted to Defra for formal confirmation. On 8 August 2025 Defra advised that it had been passed onto the Ministerial department for final review and signing.</p> <p><u>XXIX Humber Estuary Fishing Byelaw 2022</u></p> <p>This byelaw was submitted to Defra in February 2025 for formal confirmation, on the 7 August 2025 officers received written confirmation from Defra that the byelaw had been signed by the Fisheries Minister on 28 July 2025. The provisions of the new byelaw regulation were now being implemented.</p>
	Resolved - Members noted the report.
28.	ANY OTHER BUSINESS
	Cllr Chance requested that the vacancy on the Staithes Harbour board be filled. The Clerk, Darrent Stevens thanked the Authority and its members for their time and efforts as it was the last meeting he would be attending as Clerk.
	The meeting closed at 12:10pm

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NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
5 March 2026

NEIFCA Annual Plan 2026/2027

Report by the Clerk & Chief Officer.

A. Purpose of Report

1. To review the work programme for the year 2026/2027 for incorporation into a draft Annual Plan.
2. To authorise the drafting of an accompanying annual report, summarising the Authority's main activities and outputs during the 2025/2026 year.

B. Recommendation

1. That members review the content of the work programme for 2026/2027 to be incorporated into an Annual Plan for publication and subsequent submission to Defra.
2. That members authorise the drafting of an annual report, summarising the Authority's main activities and outputs during the 2025/2026 year for review by the Authority at the June 2026 meeting.

1. Background

- 1.1 Section 177 of the 2009 Marine and Coastal Access Act places a statutory duty on Inshore Fisheries and Conservation Authorities (IFCA's) to make and publish an annual plan which sets out the main objectives and priorities for the year ahead.
- 1.2 The provisional work programme for 2026/2027, is attached for review, and will be incorporated into a draft plan covering the new 2026/2027 year.
- 1.3 The provisional work programme for 2026/2027 is summarised in Annex I of this report. Key areas of work for the year ahead include: The full operational commissioning of the new main fisheries vessel, given the eight month delay in the completion of the project; Supporting the implementation of the new shellfish permit byelaw regulation, once confirmed by Defra, and the development of a new flexible mobile gear byelaw; Further development of NEIFCA's fisheries permitting database to support the implementation of the new shellfish permit byelaw; Maintaining and developing the Authority's offshore survey and enforcement programmes with a focus on Marine Protected Area (MPA) monitoring and assessment; Maintaining and developing the Authority's land-based programmes relating to both marine survey and enforcement and compliance and at national level, supporting the work of the Association of IFCAs.
- 1.4 Alongside organisational and regional priorities, throughout 2026/2027, the Authority will continue to provide active engagement and support to the delivery of ongoing national

work streams including the development and implementation of Fisheries Management Plans and the national Marine Protected Area (MPA) programme.

Contact Officer

David McCandless, Chief Officer,
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NEIFCA 2026/2027 Provisional Work Programme

ORGANISATIONAL DEVELOPMENT

A range of ongoing work will continue through 2026/2027. This work will focus on strengthening leadership, management and communication skill sets across the operational Senior Management Team to improve and strengthen the efficiency and effectiveness of service delivery. This will be facilitated through a range of individually focused training and development initiatives and group based activities.

Review of IFCA Conduct and Operations

Every four years there is a statutory requirement under Section 183 of the Marine and Coastal Access Act 2009 for the Secretary of State to ‘lay’ a report to Parliament on the conduct and operations of IFCAs. The third such report, covering the period 2018 to 2022, was published by Defra on 6 February 2025. Following publication, NEIFCA has been working in partnership with Defra and the national Association of IFCAs, through a Conduct and Operations Report Recommendations Implementation Steering group (CORRIS), to address some of the key issues identified within the report. This partnership work, through CORRIS, will continue during 2026/2027.

National performance matrices

NEIFCA is currently working with the national Association of IFCAs (AIFCA) and DEFRA to develop a set of performance matrices to better inform and publicise the extent of its work and associated outputs across the year. This work is ongoing and will cover a wide range of delivery areas from enforcement, through to fisheries and Marine Protected Area (MPA), marine licensing and consenting and national policy engagement and delivery such as the Fisheries Management Plan (FMP) programme. Alongside the statutory review of IFCA conduct and operations this work will continue through 2026/2027.

Incident & Response Strategy & Monitoring Policy

Following the shellfish mortalities and associated challenges in 2021, NEIFCA introduced a incident response strategy building on lessons learned and provide a guiding framework for dealing with any similar future events. Whilst there are clearly defined strategies and processes in place for managing anthropogenic events such as oil spillages there is very little guidance on managing naturally occurring events. NEIFCA is committed to periodically reviewing and developing this strategy in close collaboration with the relevant agencies. As part of this work, during 2026/2027, NEIFCA will participate in the delivery of a joint national project designed to improve our understanding of the health of the coastal ecosystem and establish a comprehensive coastal monitoring framework. The project titled ‘CHLE’, ‘Coastal Health Livelihoods and Environment’ will be led by CEFAS and funded by DEFRA.

Recreational Sea Angling Strategy

NEIFCA has always carried an ambition to strengthen its active engagement with the recreational fishing sector. During 2022 the Authority’s first recreational sea angling strategy was drafted and officers will continue to actively build on that strategy during 2026/2027 through active engagement with the Angling Trust and the further development of projects and initiatives to both strengthen working relationships and support the sector going forward. Strengthening the

management of the recreational Blue Fin Tuna (BFT) fishery within the NEIFCA district will be a key area of focus during 2026/2027.

IT SYSTEMS AND PROCESSES

Website

The current NEIFCA website was launched during February 2022 and officers are committed to both maintaining and developing its functionality through 2026/2027.

Fisheries Database

Since 2021 NEIFCA has been working in partnership with Sussex IFCA and an external IT company, CEFRONT, to develop a bespoke IFCA fisheries database. That database is now well established, and its use is expanding across the other IFCA areas. Within NEIFCA, the database currently supports the administration and management of its shellfish permit schemes and officers will continue to widen its scope and enhance its functionality across other managed fisheries throughout 2026/2027.

Integration with National Fisheries Systems

Nationally IFCA's link into several enforcement and compliance and intelligence systems which are managed by the Marine Management Organisation (MMO). Engagement is supported by formal data sharing agreements and Memoranda of Understanding (MoU). Active work will continue in this area during 2026/2027 both in terms of the shared national fisheries enforcement and compliance database MCSS and the joint fisheries intelligence gathering system, 'Clue'. Pilot work is also planned with the MMO during 2026/2027 to further explore the use of a new mobile working application. It is anticipated that this system will eventually replace MCSS.

BYELAW DEVELOPMENT AND REVIEW 2026/2027

Shellfish Permit Byelaw

A new shellfish byelaw was formally made by the Authority on 1 December 2022. The statutory consultation period closed on 27 October 2023, and the MMO's quality assurance process was completed following its submission to DEFRA for final confirmation in July 2025. This byelaw introduces a permitting framework supported by flexible conditions that can be adapted in response to changes within the exploited stocks. These conditions will cover species, catch limits, gear type, vessel specifications and temporal restrictions. The new framework will enable NEIFCA to manage its pot fisheries far more proactively, efficiently and effectively. Confirmation by the Secretary of State is anticipated in 2026, with implementation planned throughout 2026/2027.

Mobile Gear Byelaw

The primary aim of introducing a new byelaw is to simplify the current legislative framework, improve clarity for stakeholders and update byelaws that are no longer reflective of modern fishing practices or contemporary environmental management requirements. The proposed approach would introduce a single, consolidated byelaw supported by flexible permit conditions. This would enable NEIFCA to respond more effectively and proportionately to emerging evidence, environmental pressures, and changes in fishing activity. Given that the dynamic nature of the marine environment and potential challenges due to climate change, the use of flexible permit conditions would allow appropriate management measures to be implemented or amended in a time efficient manner where necessary to protect stocks, the fishing industry and sensitive habitats.

Blue Fin Tuna (BFT)

The recreational catch and release Bluefin Tuna fishery opened in 2024, permitting 100 licensed charter vessels to operate under strict regulations. In 2025, the MMO issued 140 recreational Bluefin Tuna licences, a small number of which were allocated to the North East. DEFRA and the MMO are currently developing mandatory training for licence holders to help reduce mortality within the fishery. However, significant concerns remain regarding illegal fishing activity and the resulting high levels of tuna mortality linked to inadequate knowledge and training.

The popularity of recreational Bluefin Tuna fishing increased sharply during 2025. While conducting offshore patrols, NEIFCA officers encountered numerous unlicensed recreational angling boats carrying gear specifically designed for tuna fishing. In response to this unexpected rise in unregulated activity, NEIFCA will continue to work jointly with DEFRA and the MMO during 2026/2027 to address these challenges alongside considering further regulatory intervention.

NATIONAL WORK STREAM ENGAGEMENT

Fisheries Management Plans (FMPs)

In December 2023, DEFRA published the first five Fisheries Management Plans (FMPs) covering Bass, Channel demersal non quota species, Crab & Lobster, King Scallop and Whelk, fulfilling key requirements of the Fisheries Act 2020. Each plan sets out specific objectives to address the specific needs of these fisheries within English waters. For the Crab & Lobster and King Scallop FMPs, the main priorities are to strengthen the evidence base and to introduce both short term and longer term measures aimed at improving stock protection. The first short term measure for lobsters is scheduled for introduction in March 2026 and will gradually increase the minimum conservation reference size to 90 mm over three years, with an annual rise of 1 mm. NEIFCA is actively supporting DEFRA and the fishing industry in implementing these new measures. Officers are participating in various FMP working groups to contribute to the development and delivery of medium and long term actions. This collaborative work with the AIFCA, MMO, DEFRA and other IFCA's will continue throughout 2026/2027. NEIFCA also welcomes the additional funding provided by DEFRA to support this programme.

National Marine Protected Area (MPA) Programme

NEIFCA remains actively engaged in the national MPA programme, led by Defra. That work will continue during 2026/2027 and will include the provision of data and information relating to fishing activity, advice and guidance and responding to associated consultative processes.

FISHERIES STOCK ASSESSMENT WORK 2026/2027

Stock assessment for lobster & crabs

Collection of biometric data for lobsters and edible crabs at the quayside remains ongoing and additional offshore observer trips and surveys are planned for the 2026/2027 season.

Scallop dredge fishery

The scallop dredging fishery within the NEIFCA district is currently limited to two designated areas, with three permits issued for the 2026/2027 season (November to April). In addition to these permits, a dispensation was granted to one vessel to trial an alternative, lower impact dredging gear.

The submission of monthly catch and effort returns has remained a mandatory condition of holding a permit. Offshore observer trips on permitted vessels started in November 2025 and will continue until the end of April 2026. Additional surveys are planned for May and September 2026 to assess stock status including the exploration of new fishing grounds for Scallops.

Beam trawl scallop fishery

The beam trawling fishery targeting king scallops is managed through a new flexible permitting byelaw regulation. Better understanding of the stocks outside the permitted Scallop dredge areas is needed and the collection of further data on the King Scallop stocks and fisheries is planned for the 2026 season.

Intertidal fixed net fishery

This fishery was closed for three years due to a Europe wide prohibition on the commercial exploitation of sea bass from the shore. Following a change in UK fisheries legislation it reopened on the 1st of October 2021 and the 2025/2026 season (October to June) commenced on 1st October 2025. Catch returns and bycatch are continuously analysed as part of a long-term monitoring strategy for this fishery and that will continue during 2026. Officers are also planning to enhance that work where possible by periodically gathering length, weight and age data from sea bass caught in the fishery and bycatch throughout 2026.

Marine Protected Areas (MPAs) monitoring

IFCAs duties are to assess, monitor and manage fishing impacts on protected features in Marine Conservation Zones (MCZs). A survey program for the Holderness Inshore MCZ within the NEIFC District has been prepared in collaboration with Natural England using video tows for ground truthing various habitats within the MCZ in 2026. NEIFCA is also planning to widen its monitoring programme across the wider MPA network located within its district during 2026/2027.

Recreational Sea Angling

NEIFCA officers are planning to work in collaboration with the Angling Trust to gather additional biometric data on sea bass from recreational sea anglers in 2026/2027. This work will enhance the new sea bass monitoring program and support a stock assessment for the local sea bass populations.

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NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Meeting
5 March 2026

BUDGET MONITORING 2025/26

Report by the Treasurer

A. Purpose of Report

To advise Members of the budget position at the end of January (month 10) in 2025/26.

B. Recommendations

- i. That the budget monitoring forecast outturn underspend at 31 March 2026 of £454,142 is noted.
- ii. That forecast £163,963 remaining underspend at outturn be transferred to the Renewals Fund.

1. Introduction

- 1.1 A detailed budget monitoring exercise is undertaken monthly by the Treasurer in consultation with the Chief Officer. This analyses individual budget lines in terms of the current expenditure and allows for projections to the end of the financial year.
- 1.2 This report provides the overall position and any areas whereby an explanation is required of any notable variance on the Authority's spending to the end of January 2026.
- 1.3 At its meeting on 5 December 2024, the Authority set the levy for the North Eastern Inshore Fisheries and Conservation Authority at £1,712,499 for 2025/26.

2. Revenue Expenditure to 31 January 2026

- 2.1 Appendix A summarises the expenditure and income for the Authority for the ten months to January of the financial year and compares it with the budget. The appendix shows both subjective and objective net expenditure for the period.
- 2.2 At the end of January 2026, the Authority has net expenditure of £1,066,739 against an expected £1,226,993 underspending by £160,254. The forecast outturn underspend is £454,142. The majority of the underspend is a consequence of slippage in the completion of the build of the new patrol vessel which was formally accepted by ERYC and NEIFCA in February 2026. The new build was technically complex requiring close interplay with a wide range of associated suppliers and technicians and which caused a short delay in the

completion of trials, sign off and formal acceptance. NEIFCA Officers worked closely with the contractor to resolve all technical issues and completed sea trials to full satisfaction. Disruption in global supply chains also contributed to delays in the delivery of parts during the build.

- 2.3 The delay has resulted in forecast underspends of £201,000 on the finance lease with East Riding of Yorkshire Council for the full financial year, a projected £23,600 underspend on vessel fuel, a forecast £23,240 underspend on vessel repairs and maintenance and £65,935 surplus on bank interest as the balance in the Renewals Fund is higher than budgeted to allow for the one-off payment towards the new vessel.
- 2.4 The forecast underspend includes £130,000 Defra 'grant in aid' made up of £50,000 allocated to support the Marine Protected Area and delivery towards 'good environmental status', £30,000 towards Marine Sustainable Development and £50,000 towards preparation and development of Fisheries Management Plans (FMP). The FMP grant is forecast to be fully utilised in the 2025/26 financial year, primarily to fund work undertaken by the Chief Officer and the Environmental and Scientific Manager and direct costs associated with the grant.
- 2.5 A Special Authority Meeting on 30 June 2023 approved the procurement of the new patrol vessel partly financed by a one-off payment from NEIFCA in year one ranging between £2,900,000 and £3,300,000. The one-off payment is funded from the Renewals Fund and includes proceeds from the sale of the North East Guardian III. It was also agreed that the remaining balance would be funded from Defra capital grant and borrowing from the Public Works Loan Board via a finance lease with East Riding of Yorkshire Council.
- 2.6 The NEIFCA one-off payment is currently budgeted at £2,774,220. The balance available in the Renewals Fund for the patrol vessel replacement has increased by £59,822 to £2,834,042 as at 31 March 2025 and reported in the Financial Outturn 2024/25 (Authority meeting on 26 June 2025). It was agreed at the Executive meeting on 4 September 2025, that this increase in available funding is utilised, along with 2025/26 revenue budget savings generated as a consequence of the delay in the completion of the patrol vessel build to increase the one-off payment to East Riding of Yorkshire Council by up to £200,000 minimising the cost of borrowing through the finance lease. It was subsequently agreed at the Authority meeting on 6 February 2026 to further increase the payment by an additional £150,000 up to £350,000. Arrangements are being made for the transfer of the one-off payment to East Riding Yorkshire Council and the 20 year finance lease is due to commence on 1 April 2026. The table below shows the forecast Renewals fund reserve movements for 2025/26 and 2026/27.

2.7

Renewals Fund	2025/26	2026-27
	<u>£</u>	<u>£</u>
Balance brought forward	<u>3,125,241</u>	<u>239,659</u>
Annual Contribution Vessel Replacement	102,900	102,900
Residual Forecast Underspend 25/26	<u>163,963</u>	<u>0</u>
Transfer from Revenue	<u>266,863</u>	<u>102,900</u>
Patrol Vessel Replacement revenue costs	-8,500	0
Patrol Vessel One-off payment to ERYC	-2,834,042	0
Boarding RHIB capital expenditure	<u>-203,702</u>	<u>0</u>
Transfer to Revenue	<u>-3,046,244</u>	<u>0</u>
Balance carried forward	<u>345,860</u>	<u>342,559</u>
Analysis of Closing Balance		
Boarding RHIB funding remaining	78,997	78,997
Future Vessel Replacement	266,863	263,562
	<u>345,860</u>	<u>342,559</u>

2.7 The main variances in the forecast outturn are:

- Employee underspends of £35,884 – mainly due to a combination of savings from short term vacancies which have been or will be recruited to and a forecast £22,392 underspend on standby allowances. The forecast includes the cost of the 3.2% Local Government pay award for 2025-26 at an additional annual cost of £11,000 compared to the budgeted 2%.
- Patrol vessel running costs – forecast underspend of £128,480 due to a £201,000 underspend on the finance lease for 2025/26 and £23,600 projected underspends on fuel and £23,240 underspends on repairs and maintenance as detailed in paragraph 2.3 offset by £119,401 expenditure on the build on the Boarding Rigid Hull Inflatable Boat, funded by the Renewals Fund.
- Supplies and services – forecast overspend of £80,169. The majority of the overspend is due the recharge of £50,000 expenditure to the Fisheries Management Plan which is fully grant funded. The forecast includes £13,247 expenditure on the purchase of an automated Conductivity Temperature Depth (CTD) System approved to be funded from the External Projects reserve at the Authority meeting on 26 June 2025. The forecast includes a number of minor overspends over a range of budget lines.
- Grants & Contributions - £119,678 overachievement due to £130,000 Defra ‘grant in aid’ as outlined in paragraph 2.4 above. There is also a £9,083 forecast deficit from reclaiming fuel duty which is offset by reduced expenditure on fuel and £1,000 shortfall on fixed penalty income.

- Other income - £99,935 overachievement mainly due to £65,935 bank interest due to increases in the level of reserves being set aside for the patrol vessel replacement . This will not be a reoccurring underspend as the majority of the reserves will be utilised to fund the new patrol vessel during 2025/26 financial year. There is an overachievement of income by £50,000 due to the staff time recharge for work undertaken on Fisheries Management Plan. There is also a £14,170 forecast deficit on permit income due to delays in the implementation of the new Commercial and Recreational permitting scheme. The byelaw has been prepared and is awaiting approval by central government.
- Contribution from reserves - £154,333 additional contributions from reserves due to the approval of supplementary budgets to fund the build of the Boarding Rigid Inflatable Boat and automated Conductivity Temperature Depth (CTD) System outlined above.

Contact Officer

Gayatri Joshi (gayatri.joshi@eastriding.gov.uk)
Senior Accountant, East Riding of Yorkshire Council

Liz Smith

Treasurer

Appendix A

NEIFCA Budget Monitoring Report as at January 2026

	<i>Approved Budget</i>	<i>Profiled Budget to Month 10</i>	<i>Actual to Month 10</i>	<i>Variance to Profile</i>	<i>Outturn</i>	<i>Variance to Budget</i>
	£	£	£	£	£	£
EXPENDITURE						
Employee Expenses						
Pay,NI and Superannuation	926,460	772,050	755,200	-16,850	895,203	-31,257
Other Employee Costs	21,000	17,500	12,356	-5,144	16,373	-4,627
Premises	18,030	18,030	24,102	6,072	24,103	6,073
Transport						
Patrol Vessel Running Costs	432,460	333,547	252,350	-81,197	303,980	-128,480
Vehicle Running Costs	31,350	26,125	26,398	273	28,945	-2,405
Travel and Subsistence	13,520	11,267	12,929	1,663	17,018	3,498
Supplies and Services	96,010	92,207	150,155	57,948	176,179	80,169
Support Services	120,410	-1,116	-1,116	0	117,244	-3,166
	1,659,240	1,269,609	1,232,374	-37,235	1,579,045	-80,195
INCOME						
Grants and Contributions	-20,110	-16,758	-54,850	-38,092	-139,788	-119,678
Other Income	-31,030	-25,858	-110,785	-84,927	-130,965	-99,935
	-51,140	-42,617	-165,635	-123,019	-270,753	-219,613
NET EXPENDITURE	1,608,100	1,226,993	1,066,739	-160,254	1,308,292	-299,808

	<i>Approved Budget</i>	<i>Profiled Budget to Month 10</i>	<i>Actual to Month 10</i>	<i>Variance</i>	<i>Outturn</i>	<i>Variance to Forecast</i>
	£	£	£		£	
NET EXPENDITURE						
Central / Headquarters	452,210	289,499	218,302	-71,197	363,039	-89,171
Land Based Operations	150,210	125,175	132,632	7,457	153,530	3,320
Offshore Operations	857,900	689,168	459,440	-229,728	564,453	-293,447
Environment	153,450	127,875	126,106	-1,769	157,683	4,233
Grant Aided Projects	-14,170	-11,808	-16,472	-4,663	-80,000	-65,830
Patrol Vessel Replacement	8,500	7,083	146,730	139,647	149,587	141,087
	1,608,100	1,226,993	1,066,739	-160,254	1,308,292	-299,808

	<i>Approved Budget</i>	<i>Profiled Budget to Month 10</i>	<i>Actual to Month 10</i>	<i>Variance</i>	<i>Outturn</i>	<i>Variance to Forecast</i>
	£	£	£		£	
REPRESENTED BY						
Annual levy on Local Authorities	-1,712,500	-1,712,500	-1,712,499	1	-1,712,499	1
Contribution from Reserves	-8,500	0	0	0	-162,834	-154,334
Contribution to Vehicle Replacement	10,000	0	0	0	10,000	0
Contribution to Renewals Fund	102,900	0	0	0	102,900	0
	-1,608,100	-1,712,500	-1,712,499	1	-1,762,433	-154,333

FORECAST OUTTURN	0	-485,507	-645,760	-160,253	-454,141	-454,141
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NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Meeting
5 March 2026

DRAFT BUDGET 2026/27

Report by the Treasurer

A. Purpose of Report

To inform Members of the draft budget for 2026/27.

B. Recommendations

- a) That the draft budget for 2026/27 be approved.
- b) That the level of general reserves is maintained at £228,450 (13%) of the annual levy.

1. Introduction

- 1.1 At its meeting on 6 February 2026, the Authority set the levy for the North Eastern Inshore Fisheries and Conservation Authority at £1,763,870 for 2026/27. The Authority resolved that a detailed budget be brought to the Executive for approval.
- 1.2 The Authority's budget has been reviewed in detail by the Chief Officer and the senior leadership team, together with the Treasurer, to identify the level of expenditure necessary to meet operational priorities through to 31 March 2027.

2. Overall Budget

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

The 3% levy increase approved at the Authority Meeting on 6 February 2026 has been incorporated into the budget, along with provision for a 3% 2026/27 pay award. Due to the delays in the completion of the patrol vessel, the annual cost of the finance lease with East Riding Council is not yet finalised. The budget remains at £201,000 for 2026/27 but will be reviewed, along with other vessel related budgets in future years. The insurance budget has been increased by £38,400 to reflect higher insurance premiums for the new patrol vessel along with a £10,000 increase in the training budget, which includes one-off radar system training for the new vessel.

2.3 These additional costs have been offset by savings of £28,560 from a reduction in employers pension contribution rates from 17.6% to 13.6% following an actuarial review and a £11,000 saving on ill health pension fund insurance. The Commercial Recreational Shellfish permitting scheme income budget of £14,170 is at risk of underachievement due income generation being dependant on central government approval of the new byelaw. It is anticipated that the financial risk can be mitigated by proactive budget management. A review of individual budget lines has been undertaken and a number of minor changes made to ensure they are set at an appropriate level within the existing budget.

2.3 The following table summarises the proposed revenue budget for the Authority for 2026/27. Further details are shown in Appendix B.

2.4

Net Expenditure		£
Central Management		465,360
Operations		
	Land Based	150,390
	Offshore Operations	890,780
	Environment	158,610
	Funded Projects	-14,170
Net Cost of Service		1,650,970
Funding		
Contribution to Vehicle Replacement Reserve		10,000
Contribution to Renewals Fund		102,900
Transfer to revenue from Renewals Fund		0
Local Authority Levy		1,763,870

3. Risk

3.1 The Bank of England's February 2026 Monetary Policy Report describes how that inflationary pressures are falling and CPI is expected to fall back to around the 2% target from April 2026 and remain around that rate in the medium term. Economic growth in the final quarter of 2025 was slightly weaker than anticipated and growth remains subdued but is expected to pick up slightly during 2026. The bank maintained interest rates at 3.75% in February 2026 and reported

that it expects rates to be cut further but there is significant uncertainty about how far and how fast these changes will be implemented.

- 3.2 NEIFCA is continuing to experience effects of higher inflation as a pressure on wages, vessel and vehicle insurance and other supplies. In December 2026 the government published the provisional Local Government Finance Settlement for 2026/27 to 2028/29. The settlement provides certainty to councils through multi-year financial settlements and grant simplification and incorporates changes following the Fair Funding Review. Changes to the method of distributing funding including increasing the weighting for deprivation and removing formulas for flood alleviation and coast protection means that the financial impact for NEIFCA member authorities is mixed. Transitional protection is in place and will be gradually reduced over the 3 year period. Budgets will continue to be closely monitored and opportunities to generate external income will also be explored.
- 3.3 NEIFCA has improved staff retention rates in recent years and it is expected that one permanent offshore post will be recruited to in early 2026-27. The 2025/26 National Joint Council (NJC) Local Government Pay Award was 3.2% which was higher than the 2% which was anticipated when the 2025/26 budget was set. The 2026/27 proposed budget includes a reduction in the employers pension contributions from 17.6% to 13.6% from 1 April 2026. It is forecast that the pay award will be 3% in 2026/27 and 2% in 2027/28 and 2028/29.
- 3.4 Maintenance of the patrol vessel is generally cyclical in nature and can usually be planned. However, a catastrophic event, such as engine failure, could potentially leave the Authority exposed to substantial additional expenditure. Whilst most such events would be insured, the Authority would likely be expected to incur the expenditure in the first instance. The commission of the new patrol vessel reduces the risk of higher maintenance requirements in the short term.
- 3.5 Reserves are held to manage the above risks. If the risks were realised the short-term financial impact would be able to be met from General Reserve and Patrol Vessel Maintenance Reserve.

4. Reserves

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

5. General Reserve

- 5.1 The General Reserve enables the Authority to demonstrate its financial standing as a 'going concern', to be in a position to meet unforeseen liabilities. The actual level of reserves is subjective, since any such liability is neither known nor anticipated. Setting the level of general reserves is just one of several related decisions in the formulation of the budget for a particular year. Account is taken of the key risks, stated above, that could impact on the financial assumptions underpinning the budget alongside a consideration of the Authority's financial management arrangements. A good track record for managing in-year budget pressures and operation of robust financial reporting arrangements is evident.
- 5.2 At 31 March 2026, the balance on the general reserve is forecast to be £228,450, which represents 13% of the annual levy for 2026/2027. It is anticipated that this can be maintained until 31 March 2027. This is considered a reasonable level of balances for the Authority to hold.

6. Specific Reserves

- 6.1 In 2011/12 the Authority created an earmarked reserve to manage the risk associated with patrol vessel maintenance. Due to its nature, certain maintenance is cyclical rather than annual and other maintenance may be of an exceptional and urgent nature. The need for the reserve was demonstrated when it was utilised in 2022/23 to part fund the cost of the mechanical engine failure of the patrol vessel. The reserve balance at 31 March 2027 is anticipated to be £50,000.
- 6.2 A supplementary budget was approved on at the Authority meeting on 26 June 2025 to utilise £13,750 of the 2024/25 outturn underspend to fund the purchased of an automated Conductivity Temperature Depth (CTD) System. The funding was set aside in the External Projects reserve and will be utilised at the end of 2025/26 financial year, reducing the closing balance on the reserve to nil.
- 6.3 The Vehicle Replacement Reserve enables the fleet programme to be effectively managed and the annual set aside of £10,000 is proposed to be maintained at the same level. It is anticipated that £30,000 will be utilised in 2026/27 from the reserve. Currently the Authority owns one small multi-purpose van, one large transporter van, two 4x4 'pick up' vehicles, one all-terrain two seater 'gator' and leases a further 4x4 'pick up' and a pool car. Owning vehicles has proven much more cost effective in terms of flexibility of managing mileage and additional 'end of term costs' which are applied with each lease agreement.
- 6.4 The Special Authority Meeting on 30 June 2023 approved the decision for East Riding of Yorkshire Council Cabinet to award the contract for the build and commission of a new 24.5m Fisheries Patrol/Research vessel along with a proposed finance lease agreement with ERYC. Under the terms of the finance lease agreement NEIFCA will make a substantive payment towards the costs in year one utilising funds set aside in the Renewals Fund, capital receipts from the sale of the North-East Guardian III and £562,000 Defra capital grant funding. It was agreed that the remaining cost will be funded by ERYC borrowing from the Public Works Loans Board and the costs will be met by the finance leasing arrangement between ERYC and NEIFCA, funded by an increase to the levy which has been phased in over 2024/25 and 2025/26 financial years. The new patrol vessel was formally accepted by ERYC and NEIFCA in February 2026.
- 6.5 The NEIFCA one-off payment from the Renewals Fund is currently budgeted at £2,834,042 and, along with an additional £350,000 from the 2025/26 underspend, will be paid to East Riding of Yorkshire to reduce the ongoing cost of the finance lease. Arrangements are being made for the one-off payment in the next few weeks with the 20 year finance lease due to commence on 1 April 2026.
- 6.6 At the Executive meeting on 7 March 2024 (Minute 81 refers) it was agreed in principle and subsequently endorsed at the Authority meeting on 6 June 2024 (Minute 13 refers), that underspends from Defra 'grant in aid' funding would be transferred to the Renewals Fund and used to support the build and commission of a new 6.5m 'boarding' rigid hulled inflatable boat (RIB) a component of the new vessel build project. The forecast expenditure from the reserve for the Boarding RHIB is £203,702 in 2025/26 financial year. The table below summarises the transfers to and from the Renewals Fund:

Renewals Fund	2025/26	2026-27
	<u>£</u>	<u>£</u>
Balance brought forward	<u>3,125,241</u>	<u>239,659</u>
Annual Contribution Vessel Replacement	102,900	102,900
Residual Forecast Underspend 25/26	<u>163,963</u>	<u>0</u>
Transfer from Revenue	<u>266,863</u>	<u>102,900</u>
Patrol Vessel Replacement revenue costs	-8,500	0
Patrol Vessel One-off payment to ERYC	-2,834,042	0
Boarding RHIB capital expenditure	<u>-203,702</u>	<u>0</u>
Transfer to Revenue	<u>-3,046,244</u>	<u>0</u>
Balance carried forward	<u><u>345,860</u></u>	<u><u>342,559</u></u>
Analysis of Closing Balance		
Boarding RHIB funding remaining	78,997	78,997
Future Vessel Replacement	<u>266,863</u>	<u>263,562</u>
	<u><u>345,860</u></u>	<u><u>342,559</u></u>

- 6.7 It is proposed, in the January 2026 budget monitoring report, that any residual underspend from 2025/26 financial year is transferred to the Renewals Fund along with the planned set aside of £102,900 for future vessel replacement. The 2026/27 draft budget proposes that the authority continues to set aside £102,900 each year into the Renewals Fund to plan for the replacement of the soon to be commissioned patrol vessel at the end of its useful life in 2045. The amount set aside will be reviewed when the current vessel replacement is complete.
- 6.8 A supplementary budget of £8,500 funded by the Renewals Fund was approved in March 2025 for the associated revenue costs for the final year of the patrol vessel replacement project. The balance on the reserve at 31 March 2027 is forecast to be £342,559 which comprises £78,997 residual grant funding for the Boarding RIB purchase and £263,562 to fund vessel replacement costs in the longer term.

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Liz Smith
Treasurer

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Appendix A

2026/27 DRAFT REVENUE BUDGET

	Central Management £	Land Based Operations £	Offshore Operations £	Environment £	Funded Projects £	2026/27 Draft Budget £	2025/26 Budget £
EXPENDITURE							
Employee Expenses							
Pay, NI and Superannuation	213,980	153,490	399,840	156,510	-	923,820	926,460
Other Employee Costs	20,000	-	-	-	-	20,000	21,000
Premises	11,500	-	10,530	-	-	22,030	18,030
Transport							
Patrol Vessel Running Costs	-	-	470,860	-	-	470,860	432,460
Vehicle Running Costs	31,350	-	-	-	-	31,350	31,350
Travel and Subsistence	11,250	230	940	1,100	-	13,520	13,520
Supplies and Services	71,620	2,670	20,720	1,000	50,000	146,010	146,010
Support Services	124,520	-	-	-	-	124,520	120,410
	484,220	156,390	902,890	158,610	50,000	1,752,110	1,709,240
INCOME							
Grants and Contributions	- 2,000	- 6,000	- 12,110	-	- 50,000	- 70,110	- 70,110
Other Income	- 16,860	-	-	-	- 14,170	- 31,030	- 31,030
	- 18,860	- 6,000	- 12,110	-	- 64,170	- 101,140	- 101,140
NET EXPENDITURE	465,360	150,390	890,780	158,610	- 14,170	1,650,970	1,608,100
REPRESENTED BY							
Annual levy on Local Authorities						-1,763,870	-1,712,500
Contribution to Vehicle Replacement Reserve						10,000	10,000
Contribution to Renewals Fund						102,900	102,900
Contribution from Renewals Fund						0	-8,500
Contribution from Patrol Vessel Maintenance Reserve						0	0
						-1,650,970	-1,608,100

Reserves

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

The actual opening balances at 1 April 2026 will be known once the 2025/26 accounts for NEIFCA have been completed. The following tables include the overspend projected in the latest budget monitoring position for 2025/26.

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY		
RESERVES		
General Reserve	2025/26	2026/27
	£	£
Balance brought forward	228,450	228,450
Transfer from Revenue	0	0
Transfer to Revenue	0	0
Balance carried forward	<u>228,450</u>	<u>228,450</u>
Patrol Vessel Maintenance	2025/26	2026/27
	£	£
Balance brought forward	50,000	50,000
Transfer from Revenue	0	0
Transfer to Revenue	0	0
Balance carried forward	<u>50,000</u>	<u>50,000</u>
External Projects	2025/26	2026/27
	£	£
Balance brought forward	13,750	0
Transfer from Revenue	0	0
Transfer to Revenue	-13,750	0
Balance carried forward	<u>0</u>	<u>0</u>
Vehicle Replacement Reserve	2025/26	2026/27
	£	£
Balance brought forward	42,782	52,782
Transfer from Revenue	10,000	10,000
Transfer to Revenue	0	-30,000
Balance carried forward	<u>52,782</u>	<u>32,782</u>
Renewals Fund	2025/26	2026/27
	£	£
Balance brought forward	3,125,241	239,659
Transfer from Revenue	266,863	102,900
Transfer to Revenue	-3,046,244	0
Balance carried forward	<u>345,860</u>	<u>342,559</u>
TOTAL USEABLE RESERVES	<u>677,092</u>	<u>653,791</u>

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
5 March 2026

Risk Management Strategy & Strategic & Operational Risk Register Review

Report of the Clerk.

A. Purpose of Report

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

B. Recommendation

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

1. Background

- 1.1 The Risk Management Strategy and associated Strategic and Operational Risk Registers were first approved by the shadow Authority at its quarterly meeting held on 25 January 2011 (Minute 17 refers).
- 1.2 The Authority agreed that the Risk Management Strategy be reviewed on an annual basis and that the Strategic and Operational Risk Registers be reviewed as a minimum every six months and reported to the Authority (Minute 17 refers). In accordance with these recommendations the Operational Risk Registers were reviewed and updated on 4 September 2025 (Minute item 19 refers).

2. Strategic & Operational Risk Register Reviews

- 2.1 The Strategic and Operational Risk Registers have been reviewed to consider any potential changes which have occurred over the last six months and affected the key risks identified within the Registers. The risks have been reviewed and the changes are highlighted in bold within the attached registers. An updated position for each of the key indicators is also included in the Register. The next review of the Strategic Risk Register is scheduled for September 2026. The identified risks have also been ranked in order of significance and colour coded (highest residual risk score red to lowest green).
- 2.2 Since the last review organisational and operational risk have remained low and stable supported by the formal acceptance of North Eastern Guardian IV on 31 January 2026. One notable risk change has been identified within the Environmental matrix, Risk 1, relating to the over-exploitation of fish and shellfish. The risk level in this category has increased to Amber (9) due to concerning catch and effort trends within the edible crab fishery. No formal action is recommended at present and the trends are being closely monitored by the Environmental and Scientific team.

2.3 The revised Risk Management Strategy is attached as Appendix 1, the revised Strategic Risk Register is attached as Appendix 2, the Operational Risk Register as Appendix 3 and the Environmental Risk matrix, a sub register of the Operational Risk Register, as Appendix 4 for members information. All changes since the last review are highlighted in bold text.

Contact Officer

Stephen Hunt, Clerk of the Authority

Ext 3000

Background Papers

Revised Risk Management Strategy

Strategic Risk Register

Operational Risk Register

Risk Management Strategy

1. Introduction

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

2. Objectives

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

3. Roles and Responsibilities

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

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

Clerk and Treasurer	To support the Authority and its services in the effective development, implementation and review of the risk management strategy
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3.2 Responsibilities and reporting requirements are set out in more detail in Annex A.

4. Risk Definitions

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

4.2 Risks can be divided into two main categories –

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

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

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

5. Risk Management Process

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

- **Identification**
The Authority will identify both strategic and operational risks that can affect achievement of its strategic and service objectives.
- **Assessment**
Risks will be assessed for impact and likelihood using a scoring matrix. Both the gross risk (before controls) and the net risk (following the implementation of controls) will be assessed.
- **Control**
Mitigating controls will be identified for all medium and high scoring risks and action plans developed where controls need to be improved. Consideration must be given to the anticipated benefits in relation to the estimated costs in deciding whether it is cost effective to introduce the proposed controls/initiatives. Risks and controls will be allocated to a risk owner for monitoring and review.
- **Monitoring and Review**
Strategic and operational risk will be reviewed and reported at least every 6 months by the risk owners.

5.2 Strategic Risk Process

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

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

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

5.3 Operational Risk Process

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

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

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

5.4 Risk Analysis & Risk Evaluation Process

5.4.1 Risk are measured in two ways:

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

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

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

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

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

The gross risk score = likelihood x potential impact

The residual risk score includes the application of appropriate control actions

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

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

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

5.5 Project and Procurement Risk Process

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

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

6. Corporate Business Processes

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

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

7. Training and Communication

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

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

8. Measuring Effectiveness

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

9. Monitoring and Reporting

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

9.2 The strategy and action plan will be reviewed annually.

10. Links to other policies and strategies

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

NORTH EASTERN INSHORE AND CONSERVATION AUTHORITY - STRATEGIC RISK REGISTER

Risk No	Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
1	A reputation for smart and prudent stewardship.	Disaster Planning	Major incident, i.e. patrol vessel collides with another vessel or runs aground. Total loss of primary asset.	8 (2x4)	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	NEG IV launched in May 2025 will require a period of commissioning, training and familiarisation.	Chief Officer & Deputy Chief Officer
2	A reputation for smart and prudent stewardship. Strategic objectives	Reputation	Failure to achieve policies, aims and objectives.	6 (2x3)	Annual Plan produced each year. Performance measured against number of targets. Exceptions reported to Authority. Constitution, Standing Orders Schemes of Delegation. The Authority has put in place structures and processes to govern decision making.	4 (2x2)	Reviewed on a quarterly basis by the Authority.		Chief Officer & NEIFCA Senior Management Team
3	A reputation for smart and prudent stewardship	Reputation/ legal	Failure to deliver revised fisheries management policies within Marine Protected Area Sites which fall within the Authority's jurisdiction. Procedural delays in the formal making of regulations.	6 (2x3)	Full engagement with Defra, MMO, national working groups and local management groups.	4 (2x2)	Regular updates and progress reports to Science Advisory Group, Executive and full Committee.		Chief, Deputy Chief Officers. Senior Environmental & Scientific Officer Environmental & Scientific Officers.

Risk No	Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
4	A reputation for smart and prudent stewardship.	Organisational Reputation	<p>Loss or damage to reputation through poor press and public relations e.g response to shellfish mortalities</p> <p>Poor management and or use of website & social media outlets.</p>	6 (2x3)	Good internal communications, PR, reports to Authority, Press releases approved by the Chief Officer and Clerk/Chairman where necessary. Members and key managers to have received media training. Members receive detailed briefings on sensitive issues and confidentiality requirements supported by Standards Committee and procedures. Back up arrangements through the national Association and partner IFCA's.	4 (2x2)	<p>Reviewed on a quarterly basis.</p> <p>Daily management of Website & social media feeds in terms of content and comment.</p>		Chief Officer & Operational Support Manager
5	A reputation for smart and prudent stewardship.	Financial/Economic	<p>Cuts to service, balance budget. Triggers include:-</p> <ul style="list-style-type: none"> ● Reduction in Government funding ● Budget over spends, insufficient reserves. ● Precept set too low. ● Lack of compliance with financial regulations ● Increased pressure on resources from other agencies ● Unforeseen mechanical failure ● Increasing inflation & costs 	4 (2x2)	Three year financial plan in place based on prudent projections and sensitivity analysis. Budget process flexible enough to deal with changes in funding e.g. savings plans. Lobbying with other Authority's to get better deals. Government assumptions used in the planning exercise. Formal considerations of reserves. Monthly revenue and capital budget monitoring. Demonstrating the ability to manage in-year budget pressures. Early closure of accounts. Attraction of EU and other grants for project works.	4 (2x2)	Ensure sound business cases are made to Authority funders for continued financial support.		Clerk/ Treasurer/ Chief IFC Officer

Risk No	Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
6	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. (vi) Impacts of a global pandemic or other similar external factors. (vii) Mechanical breakdown in key assets.	4 (2x2)	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. Dynamic risk assessments and supporting safe working practices implemented when required.	4 (2x2)	Reviewed on a quarterly basis by reporting to the Authority.		Chief Officer
7	A reputation for smart and prudent stewardship.	Reputation/ Legal	Officers acting beyond their statutory remit through inexperience. Legal challenge. Potential incident. Adverse publicity.	4 (2x2)	Full training in role. Qualifications. Performance monitoring, target setting, recruitment procedures. Annual appraisal system.	4 (2x2)	As roles develop, change, continuous training and development. EDP process to be utilised for this.	Training strengthened through induction, formal courses, work shadowing and national IFCA training courses.	Chief Officer

Risk No	Strategic Objective	Category of Risk	Risk	Gross Risk Score	Control Action	Residual Risk Score	Further Action Required	Update	Risk Owner
8	An Authority which attracts and keeps the best staff.	Customer/ Staff	<p>Specialist staff and skills shortages. Sickness absence.</p> <p>Triggers include:-</p> <ul style="list-style-type: none"> (i) Inability to recruit and retain staff. (ii) Inadequate succession planning. (iii) The Authority has a small but dedicated workforce. (iv) Private sector competition (v) Impacts of a global pandemic or other external event 	4 (2x2)	Recruitment, retention policies, training and development, surveys of existing staff, analysis at exits interviews and managing sickness absence.	4 (2x2)	Recruitment processes expedited to fill vacancies when planned.	One vacancy in the offshore team, recruitment process live.	Chief Officer & Deputy Chief Officer & Operational Support Manager.
9	A reputation for smart and prudent stewardship.	Financial Reputation	<p>Failure to manage the Authority's assets, caused by:-</p> <ul style="list-style-type: none"> ● Lack of funding ● Service failures/poor maintenance ● Poor risk assessments and controls <p>Age and deterioration of vessels & vehicles</p>	4 (2x2)	<p>Asset Management Plans - including audit and survey result to target investment and maintenance at high priority areas.</p> <p>Patrol Vessel renewal fund and replacement project ongoing.</p> <p>Maintenance programme.</p> <p>Risk assessments.</p> <p>Inspections and surveys.</p> <p>Insurance.</p>	2 (1x2)	<p>Review and define inspection survey programme.</p> <p>Ensure compliance with the programme. Review adequacy of sums insured and compliance with insurance policy conditions.</p> <p>Strengthen asset management and control.</p>	<p>New main vessel North Eastern Guardian IV (NEG IV) launched during May 2025. The vessel is in commissioning and not yet fully operational. A new 6.4m boarding RIB was accepted in February 2026.</p>	Chief Officer & Deputy Chief Officer & Operational Support Manager

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	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.	6 (2x3)	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. NEG IV accepted on 31 January 2026.	4 (2x2)	Chairman, Clerk and Chief Officer & associated project leads.	Monthly.	Procurement processes. Legislative changes. Contract variations. Timetable slippage.
2	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. Serious mechanical failure and breakdown onboard the main vessel asset. NEG IV accepted on 31 January 2026.	6 (2x3)	Performance Indicators. Inspections audit. Workload monitoring. Policy and procedure compliance. Staff training. Communication with customers. Short period of contingency planning, expected to be covered by other assets including Protector III and Bravo 1 RIBs.	4 (2x2)	Clerk and Chief Officer.	Quarterly	Annual reports. Performance monitoring reports. Feedback from staff and customers.

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 reputation, technical.	Volatility of global oil/fuel markets and national tax changes.	6 (2x3)	Regular monitoring of fuel spends included within quarterly reports to Authority. Additional provision made within annual precept.	4 (2x2)	Chairman, Clerk, Treasurer, Chief Officer and Deputy Chief	Monthly.	Budget financial review & reporting
4	Financial and reputational	Breaches of General Data Protection & Freedom of Information Regulations could lead to fines and reputational impacts.	6 (3x2)	Key staffed trained and familiar with new GDP regulations. Data Protection Officer role agreed, creation of a register of data processing activities, utilisation of impact assessments when required, creation of public and internal privacy statements and active management of all data processing activities. Advice from ICO. SLA agreed with ERYC information governance and feedback team to provide expert support, advice and training.	4 (2x2)	DPO Clerk Chief Officer Support Officer	Monthly	Formal complaint or report to ICO
5	Financial and contractual.	Unexpected budget demands and variances and failure to achieve agreed budget	4 (2x2)	Monitoring systems. Systems to capture spend. Regular budget holder meetings. Internal Audit. Regular reviews of the appropriate level of reserves. Maintenance of insurance provisions.	4 (2x2)	Treasurer, Clerk and Chief Officer.	Monthly.	Budget financial reporting.

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High	Control Action	1-8 = Low 8-10 = Medium 10-20 = High	By Whom	Review Frequency	Triggers for Action
6	Staffing	Lack of staffing resources to deliver service and that staff have adequate skills training to achieve performance requirements. Increasing pressures from UK government to support national fisheries policy development & implementation without additional resource could have a negative impact on the delivery of IFCA statutory duties and responsibilities. Unable to fill vacancies with suitable applicants. Increased natural turnover of staff within a more mobile work sector.	4 (2x2)	Communication networks. Staff flexibility. Monitoring of workloads. Workforce Development. Vacancy Management. Recruitment processes expedited to fill vacancies. Maintenance of active dialogue with all key partner agencies. AIFCA, NIMEG & TAG. One staffing vacancy in the offshore team recruitment process live.	4 (2x2)	Clerk and Chief IFC Officer.	Quarterly.	Reports to Authority. Team meetings/EDRs. Sickness Review Meetings. Vacancy/sickness. Performance monitoring results. Proactive training programmes.
7	Legal/ reputation.	Legal challenge resulting from failure to undertake statutory responsibilities in terms of enforcement, poorly drafted Authority bye-laws or national legislation.	4 (2x2)	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.	2 (1x2)	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
8	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.	4 (2x2)	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. Proactive communications when required.	2 (1x2)	Clerk and Chief Officer.	Monthly	Performance monitoring reports. Budget reports. Legislative changes. Government funding initiatives. Authority decisions. Contract variation slippage.

**APPENDIX 4
OPERATIONAL RISK REGISTER – ENVIRONMENTAL RISK MATRIX**

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
	Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High	Control Action	1-8 = Low 8-10 = Medium 10-20 = High	By Whom	Review Frequency	Triggers for Action
1	Environmental	<p>Impacts on fish and shellfish stocks through over-exploitation</p> <p>Pressures on stocks, particularly crustacea remain high although work is continuing on revised management measures. Currently catch statistics indicate a general declining trend in crab landings.</p> <p>Impacts in intertidal areas rising due to influxes of shore gatherers.</p> <p>Decreasing landings and landings per unit effort within the edible crab fishery currently</p>	9 (3x3)	<p>Detailed monitoring of stock health. Development of dedicated management plans and strategies. Tailored management provisions. Sound enforcement. Fisheries accreditation schemes. National coordination.</p> <p>Maintaining a high level of communication and active joint working with key partner agencies. New byelaws confirmed by Fisheries Minister covering fisheries management in the Humber Estuary and beam trawling within the district. New shellfish management byelaws currently with the Fisheries Minister for confirmation.</p>	9 (3x3)	Chief & Deputy Chief Officers and Environmental & Scientific Officers	Quarterly & monthly	Non achievement of stock indicators. Declining catches and fleets. Complaints and comments.
2	Environmental	<p>Impacts on fish and shellfish stocks through non-compliance with regulations.</p> <p>Prohibition on landing egg bearing lobsters.</p> <p>Impacts in intertidal areas rising due to influxes of shore gatherers.</p>	9 (3x3)	<p>Targeted approach to enforcement at ports and areas of known high non-compliance at peak season. Focus on ports of high volume landings out of season. Strengthening enforcement procedures and techniques.</p> <p>Maintaining a high level of communication and active joint working with key partner agencies.</p>	6 (2x3)	Chief, Deputy Chief and IFC Officers	Monthly	Intelligence reports. Surveillance. Routine observations and complaints

Risk Number	Process	Risk Identification	Risk Analysis	Risk Control	Residual Risk	Monitoring		
						Risk Category	Risk	1-8 = Low 8-10 = Medium 10-20 = High
3	Environmental	Habitat damage caused by invasive fishing methods. Damage to protected features of European Marine Sites or Marine Conservation Zones Risks from the activities of nomadic scallop dredgers surrounding the NEIFCA area. Habitat damage caused to sensitive intertidal areas due to influxes of shore gatherers.	6 (2x3)	Ongoing monitoring of activities. Active participation in associated schemes of management. Introduction of emergency and long-term Byelaw regulations and codes of conduct governing activities. Enforcement of existing regulations. Timely use of emergency byelaw making procedures when necessary. Working closely with the MMO and Defra to ensure adequate protection remains in place.	6 (2x3)	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 (2x2)	Monitoring through fishing permit and catch and effort schemes. One off studies and assessments. Timely use of emergency byelaw making procedures when required.	4 (2x2)	Chief Officer, Deputy Chief Officer Environmental & Scientific Officers	Quarterly to Authority and associated working groups	Negative feedback from catch reporting schemes and or studies. Complaints
5	Environmental	Impacts on fish and shellfish stocks through pollution incidents or environmental factors such as extreme events, novel pathogens or climate change.	4 (2x2)	Regular monitoring, reporting and working in partnership with key agencies such as Defra, EA, CEFAS, MMO. Potential use of emergency byelaw making powers.	2 (1x2)	Chief & Deputy Chief Officer and Environmental & Scientific Manager	Monthly	Observed mortality on shore and at sea, evidence of pollution events reports of unusually low catch rates from the industry.

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
5 March 2026

Health & Safety Policy & Safe Working Practices 2026/2027 - Review

Report by the Chief Officer.

A. Purpose of Report

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

B. Recommendation

That Members note the report.

1. Background

- 1.1 The Health and Safety at Work Act 1974 and the management of Health and Safety at Work Regulations 1999 and other associated legislation impose duties on all of us, both of a general and specific nature to ensure as far as is reasonable and practicable, health and safety at work. North Eastern Inshore Fisheries and Conservation Authority wishes, through the preparation and issue of this policy to convey the importance that it places on all measures that promote the health and safety of its employees
- 1.2 This policy and its provisions are reviewed continuously throughout the year both at senior management level and at regular staffing Health and Safety meetings. If appropriate, changes to safe working practice guidelines are made and risk assessments reviewed, including where necessary, the provision of additional safety equipment for officers. Such changes are reported to the Executive Committee on a six-monthly basis.
- 1.3 Since the last review in September 2025, I am pleased to advise that there have been no notable incidents or accidents to report whilst staff have been working. As part of this six-monthly review the Authority's overarching Health and Safety Policy, standing Safe Operational Working Practices and supporting risk assessments have all been reviewed and updated (See 10a, 10b, 10c).
- 1.4 Following the implementation of a new national offshore safety code, Workboat Code 3, a separate Safety Management System must now be maintained for each vessel operated by NEIFCA. These systems have now been established for North Eastern Guardian IV (NEG IV) and Bravo II (the new boarding RIB, delivered February 2026) and are being developed for both Protector III (NEIFCA's 9.5m Cabin RIB and Bravo I (NEIFCA's longest serving, 6.4m, open RIB asset). The detail of these new safety systems is not reported as part of this annual review but they are fully integrated into NEIFCA's Health and Safety regime and provide an additional level guidance and protection when staff are working offshore.

- 1.5 The updated safe working practice documents and revised risk assessments are shared with all operational staff and subject to continuous review by both the senior operational management team and as part of the general staffing health and safety meetings. The entire health & safety regime is underpinned by regular health and safety training and ‘refresher’ courses undertaken by all operational staff.

Contact Officer

David McCandless
Chief Officer
Tel: 07771936501



**HEALTH AND SAFETY
POLICY**

2026/2027

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Part 4 HEALTH AND SAFETY TRAINING

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

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

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

To achieve this, the Authority will;

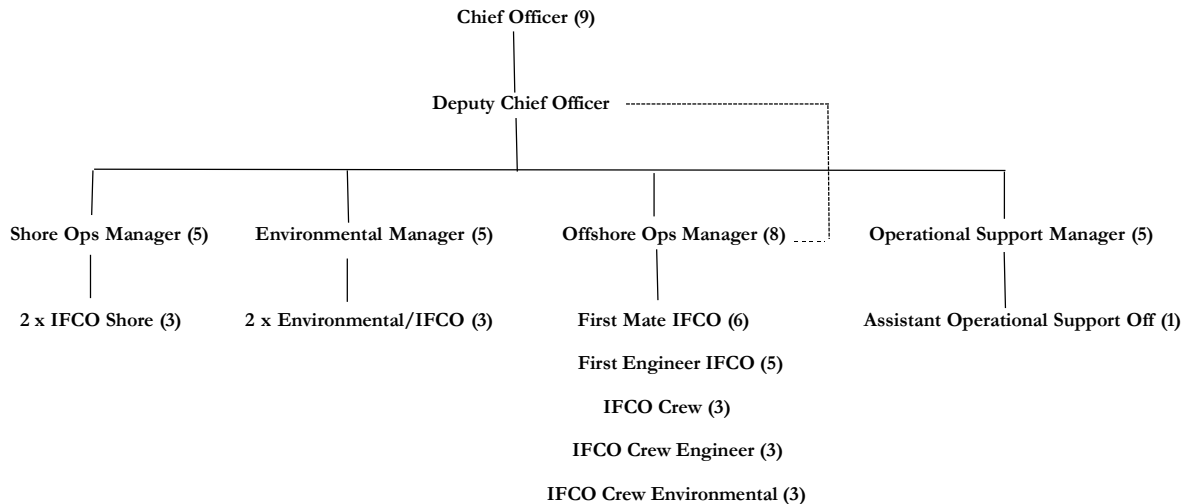
- i) Set and maintain high standards for Health and Safety by controlling workplace hazards by assessing risks and establishing risk control measures which are suitable and sufficient;
- ii) Ensure that all employees are informed of these standards, by providing adequate and appropriate facilities for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

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

Signature _____ Date 31 March 2026 _____

Clerk of the Authority

2.1: STRUCTURE OF ORGANISATION



2.2 Clerk of the Authority

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

In particular the Clerk will:-

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

2.3 Chief Officer:-

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

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

2.4 Deputy Chief Officer

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

2.5 All Employees

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

Furthermore the following requirements are expected of every employee: -

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

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

Part 3

ARRANGEMENTS FOR SAFETY

3.1 Distribution of Health and Safety Information

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

3.2 Inspections

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

3.3 Statutory Inspections

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

3.4 Routine Examinations/Maintenance of Equipment

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

- b) The Offshore Operations Manager (OOM) is responsible for overall maintenance of the Authority's offshore assets and all associated equipment. The First Mate and Engineer shall assist the OOM as required to ensure that all vessel Safety Management Systems are maintained and updated including, maintenance schedules as specified by manufacturers and supplied with equipment /machinery. 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 such assets and all associated equipment. These inspections shall include all items, which are detailed on the pre-printed checklists supplied for the recording of this information. In respect to any land-based vessels it is the responsibility of all staff using any vessel to ensure that all routine mandatory inspections and checks are adhered to.
- c) It is the responsibility of all staff who have been issued work equipment/PPE to ensure they are maintained in a safe working condition and that basic maintenance schedules are followed correctly.

3.5 Safe Systems and Methods of Work

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

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

3.6 Management of Health and Safety at Work Regulations 1999

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

A detailed list of all Risk Assessments are maintained.

3.7 Manual Handling Regulations

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

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

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

3.8 Control of Substances Hazardous to Health (COSHH)

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

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

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

3.9 Violence, Challenging Behavior and Working Alone in Safety.

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

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

3.10 First Aid at Work Regulations

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

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

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

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

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

3.12 Personal Protective Equipment at Work Regulations

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

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

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

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

3.13 Display Screen Equipment Regulations

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

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

3.14 Provision and Use of Work Equipment Regulations

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

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

3.15 Lifting Operations and Lifting Equipment Regulations

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

3.16 The Working at Height Regulations

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

3.17 Driving at Work

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

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

3.18 Patrol Vessels Emergency Procedures

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

3.19 Health and Safety Monitoring

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

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

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

Part 4 Health and Safety Training

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

Contact Officer:
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North Eastern Inshore Fisheries & Conservation Authority

Generic Operational Risk Assessments 2026

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

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

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

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

Help		Risk Assessment										
TASK OR WORK OPERATION				Task Description Inspection by officers of vehicles used for transporting fish/shellfish etc.						Adjacent people and jobs that might be affected by this work Fishermen/Private individuals		
Assessor D McCandless		Assessment Date 16/02/2026										
Assessment No. RA5		Re-Assessment Date 16/02/2027										
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 vivier lorry and falling			3	2	6	Follow Safe System of Work for Inspection of Vehicles (SSB1.16)			3	1	3
8	Hit by vehicle in officers car.			3	2	6	Follow Safe System of Work for Inspection of Vehicles (SSB1.16) & Driving at Work (SSB1.10)			2	1	2
9	Violence towards Officer			3	3	9	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)			3	2	6
10	Intimidation and/or threats			2	4	8	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)			2	3	6

Help		Risk Assessment										
TASK OR WORK OPERATION				Task Description Officers are expected in many work situations to be working alone. Where this is the case this assessment aims to identify those places or situations officers might be in where working alone could be hazardous						Adjacent people and jobs that might be affected by this work None identified		
Assessor D McCandless		Assessment Date 16/02/2026										
Assessment No. RA6		Re-Assessment Date 16/02/2027										
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	3	9	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)			3	2	6
6	Intimidation and/or threats			2	4	8	Follow Safe System of Work for Inspection of Person/s (SSB1.15) and also 'Working Alone in Safety' (SSB4)			2	3	6
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 16/02/2026					
Employees at Risk Project Officers				Re-Assessment Date 16/02/2027					
				Adjacent people and jobs that might be affected by this work					
				Fishermen					
Hazards		Initial Risk		Controls		Residual Risk			
		HP	L	R			HP	L	R
1	QUAYSIDE: Access/Egress to vessel in harbour/quayside	3	3	9	Follow Safe System of Work for Boarding/Disembarking Vessels in Harbour (SSB1.3)		3	2	6
2	AT SEA: Fire on board vessel	5	1	5	Follow Safe System of Work for Working on Board Vessels at Sea (SSB1.9) Follow Safe System of Work for Discard Surveys (SSB1.13)		3	1	3
3	AT SEA: Working deck machinery on fishing vessel	3	3	9	Follow Safe System of Work for Working on Board Vessels at Sea (SSB1.9) Follow Safe System of Work for Discard Surveys (SSB1.13)		3	2	6
4	AT SEA: Hauling/shooting operation on board fishing vessel	5	2	10	Follow Safe System of Work for Working on Board Vessels at Sea (SSB1.9) Follow Safe System of Work for Discard Surveys (SSB1.13)		5	1	5
5	AT SEA: Abrasions and puncture injuries from the use of survey equipment (e.g. tagging needles) on board the 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
6	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
7	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
8	AT SEA:Crushing/Cutting injuries from shellfish	2	3	6	Follow Safe System of Work Handling Catch/Fishing Gear (SSB1.2)		2	2	4
9	AT SEA: Falling overboard	5	2	10	Follow Safe System of Work for Discard Surveys (SSB1.13)		5	1	5
10	Capsize of Vessel	5	2	10	Follow Safe System of Work for Discard Surveys (SSB1.13)		5	1	5
11	Ingress of Water on vessel	5	2	10	Follow Safe System of Work for Discard Surveys (SSB1.13)		5	1	5
11	Collision	5	1	5	Follow Safe System of Work for Discard Surveys (SSB1.13)		4	1	4

Help				Risk Assessment					
TASK OR WORK OPERATION				Task Description					
Launching of RIB with vehicle and trailer				On occasions RIB is required to be launched from specific locations using a vehicle/trailer.					
Assessor D McCandless				Assessment Date 16/02/2026					
Assessment No. RA8				Re-Assessment Date 16/02/2027					
Employees at Risk ALL				Adjacent people and jobs that might be affected by this work					
				Fishermen/members of public					
Hazards		Initial Risk		Controls		Residual Risk			
		HP	L	R			HP	L	R
1	Transportation - Vehicle defective Road Traffic Accident (RTA).	5	2	10	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		5	1	5
2	Transportation - Insecure/unstable loading (RTA)	4	2	8	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		4	1	4
3	Access/Egress from site- vehicle stuck in sand/mud	3	3	9	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		3	1	3
4	Launching - Foot injuries/hit by trailer on recovery	3	2	6	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		3	1	3
5	Recovery - Foot injuries/hit by trailer/ropes under tension	3	2	6	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		3	1	3
6	Slip/Trip/Fall	3	2	6	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		3	1	3
7	Launching - injuries to hands using hand winch on trailer	3	1	3	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		2	1	2
8	Recovery - injuries to hands using hand winch on trailer	3	1	3	Follow Safe System of Work for Launching RIB with Vehicle (SSB1.5)		2	1	2

Help				Risk Assessment					
TASK OR WORK OPERATION				Task Description Accessing the deck area of NEG IV and general risk associated with using deck equipment including haulers, winches and survey equipment.					
Assessor D McCandless		Assessment Date 16/02/2026		Adjacent people and jobs that might be affected by this work Potentially visitors to vessel/other vessels/other officers & personnel					
Assessment No. RA9		Re-Assessment Date 16/02/2027							
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	Chemical/Fuel Spillage	5	2	10	COSHH regulations, PPE, Follow RA20, Follow Safe Systems of Work Fuelling (SSB1.20, SSB1.21)		2	1	2
10	Misuse of the vessel anchor	4	4	16	Follow Safe Systems of Work Patrol vessel deck machinery SSB1.7.1		2	2	4

Help				Risk Assessment					
TASK OR WORK OPERATION				Task Description The safe operation of the NEG IV is dependant upon the repair and maintenance of equipment within the engine room. Much of this work is undertaken by the PB engineer(s) with the aid of trained and competent crew.					
Assessor D McCandless		Assessment Date 16/02/2026		Adjacent people and jobs that might be affected by this work Staff, Contractors					
Assessment No. RA10		Re-Assessment Date 16/02/2027							
Employees at Risk All offshore personnel									
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 NEIFCAs stand alone RIB for the use by staff at sea to undertake the boarding and inspection of fishing vessels. Working sometimes with RA8								
Assessor D McCandless		Assessment Date 16/02/2026										
Assessment No. RA11		Re-Assessment Date 16/02/2027										
Employees at Risk All Offshore personnel				Adjacent people and jobs that might be affected by this work Potentially visitors to vessel/other vessels/other officers & personnel								
Hazards			Initial Risk			Controls				Residual Risk		
			HP	L	R					HP	L	R
1	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 (SSB1.4)				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 (SSB1.4)				2	2	4
6	Grounding		3	2	6	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea (SSB1.4)				3	1	3
7	Collision		3	2	6	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea (SSB1.4)				3	1	3
8	Boarding: Falling between vessels		5	3	15	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea (SSB1.4)				5	2	10
9	Coxswain falling overboard		4	2	8	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea (SSB1.4)				3	1	3
10	Crew member falling overboard		5	2	10	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea (SSB1.4)				5	1	5
11	Illness to crew		4	1	4	All staff must have a valid medical certificate and also inform senior managers of any health concerns they have before undertaking boarding/RIB operations.				3	1	3
12	Falling inside of RIB		3	3	9	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea (SSB1.4)				3	2	6
13	Injury to crew from unexpected manoeuvre		3	3	9	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea (SSB1.4)				3	2	6
14	Capsize of Vessel		4	2	8	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea (SSB1.4)				4	1	4
15	Crushing between vessels on boarding		3	3	9	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea (SSB1.4)				3	1	3
16	Sunburn dehydration		3	3	9	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea (SSB1.4)				1	3	3

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. Follow Safe Systems of Work Operation of Patrol vessels at	3	1	3				
9	Injury to crew from unexpected manoeuvre	4	2	8	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12)	2	2	4				
10	Capsize of Vessel	5	1	5	Follow Safe Systems of Work Operation of Patrol Vessels at Sea	4	1	4				
11	Navigation of Vessel	4	2	8	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12)	3	1	3				
12	Flooding	5	2	10	Follow Safe Systems of Work Operation of Patrol Vessels at Sea (SSB1.12) and Patrol Vessel Engine Room (SSB1.8)	3	1	3				
13	Crew member falling overboard	5	2	10	Follow Safe Systems of Work Boarding/Disembarking Vessels at Sea	5	1	5				
14	Chemical/Fuel Spillage	5	2	10	COSHH regulations, PPE, Follow RA20, Follow Safe Systems of Work Fuelling (SSB1.20, SSB1.21)	2	1	2				

Hazards				Initial Risk			Controls			Residual Risk		
				HP	L	R				HP	L	R
1	Fatigue	5	3	15	Follow Safe Systems of Work Driving at Work (SSB1.10)	5	1	5				
2	Incliment weather conditions	4	3	12	Follow Safe Systems of Work Driving at Work (SSB1.10)	2	3	6				
3	Use of mobile phone	5	2	10	Follow Safe Systems of Work Driving at Work (SSB1.10)	5	1	5				
4	Defective brakes/tyres	5	2	10	Follow Safe Systems of Work Driving at Work (SSB1.10)	5	1	5				
5	Excessive speed	5	2	10	Follow Safe Systems of Work Driving at Work (SSB1.10)	5	1	5				
6	Not wearing Seatbelts	5	2	10	Follow Safe Systems of Work Driving at Work (SSB1.10)	5	1	5				
7	No MOT/Insurance	5	2	10	Follow Safe Systems of Work Driving at Work (SSB1.10)	5	1	5				

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

Risk Assessment

TASK OR WORK OPERATION SUA Operation Onshore		Task Description Take off, operating and landing a Small Unmanned Aircraft (SUA) from land.	
Assessor David McCandless	Assessment Date 23/04/2020	Adjacent people and jobs that might be affected by this work Members of public, property, Vessels	
Reviewed: 16/02/2026			
Assessment No. RA15	Employees at Risk All staff		

	Hazards				Controls			Residual Risk		
	HP	L	R		HP	L	R			
1	Near misses or collisions with other aircraft, powerlines, buildings, vessels, wildlife or persons	5	3	15	Undertake pre-flight site assessment, weather and air space checks including NOTAMS as per SUA operations manual. Utilise minimum one flight crew tasked with monitoring of air space for potential incursions and hazards. Adhere to minimum approach distances as per operational permissions. Do not operate in low light or low visibility conditions due to high risk of losing sight of drone or inability to detect hazards. Avoid flying near flocks of birds.	5	2	10		
2	Public incursion into take off/landing point.	4	3	12	All flight operations must have required permissions as per SUA operations manual. Operations manual including PFCO, relevant permissions and any other relevant documentation should be available during operations. If risk of public incursion is high, further cordoning off of the area should be undertaken before the flight and additional flight crew used to manage public access to site.	2	2	4		
3	Personal injury or property damage from falling drone	5	3	15	Reference SUA operations manual and manufacturers user manual. Before take off ensure the drone has sufficient satellite connections and the controller is correctly paired with the drone. Check sufficient battery charge for both SUA and controller before take off. Once in the air complete a test to ensure the operator has full control of the aircraft. Complete flight including return time and landing with greater than 20% capacity left in the batteries.	5	1	5		
4	Personal injury or property damage from falling SUA payload due to improper attachment	5	2	10	Proper maintenance, safe transportation and usage in reference to SUA operations manual and manufacturers user manual. Visual inspection and physical manipulation of payload before flight to ensure secure attachment and full range of expected movements.	5	1	5		
5	Damaged LiPo LiHV battery catching fire	5	3	15	Proper maintenance, safe transportation and usage in reference to SUA operations manual and manufacturers user manual. Visual inspection of batteries pre and post flight to identify defects. Store batteries in fire proof LiPo bag, metal cabinet or container or similar. LiPo fires are chemical reactions and difficult to extinguish. A carbon dioxide extinguisher should be available at all times to contain the fire and stop it from spreading. All SUA pilots must have suitable fire fighting training.	4	1	4		
6	Fire risk while charging LiPo LiHV battery	5	3	15	Ensure the correct charger, cables and batteries are use. Never leave a charging or discharging battery unattended. Reference SUA operations manual and manufacturers user manual. LiPo fires are chemical reactions and difficult to extinguish. A carbon dioxide extinguisher should be available at all times to contain the fire and stop it from spreading. Any staff undertaking charging must have suitable fire fighting training.	4	1	4		
7	Skin burns from battery acids	3	3	9	Visually inspect battery for defects before charging. If battery leakage is detected, do not use and dispose of battery as per manufacturers user manual. Ensure appropriate gloves are worn when handling batteries.	1	3	3		
8	Electrical shock from battery during assembly	3	2	6	Ensure drone assembly is conducted in a clean, dry environment away from sources of water or in cover of rain. Reference to SUA operations manual and manufacturers user manual. Ensure the Splashdrone GPS hatch is securely and tightly fastened at the end of assembly to reduce the risk of water penetrating the drone body. Dry Splashdrone before attempting to remove the battery.	3	1	3		
9	Burn to hands or fire risk due to overheating of drone	3	2	6	Do not expose drone and battery to direct sunlight for a sustained period of time. Drone operations should not be undertaken outside of safe operational limits as per SUA operations manual and manufacturers user manual. If drone becomes overheated do not attempt to handle until it has sufficiently cooled.	3	1	3		
10	Losing control or sight of drone due to environmental conditions causing damage to people or property	4	3	12	Follow guidance in manufacturers user manual and procedures in SUA operations manual regarding environmental condition thresholds to be considered before and during flight. Only undertake flight if within thresholds. If conditions deteriorate during flight, cease operations and return to landing point.	4	1	4		
11	Lacerations or bodily harm from drone propeller blades	3	4	12	Ensure propellers are smooth and undamaged before assembly. Ensure drone power is disconnected during assembly. During drone assembly ensure the propellers are fitted correctly in reference to SUA operations manual and manufacturers user manual. Maintain a minimum 30m exclusion zone around the take off and landing point for those not directly involved with flight operations. During take off and landing, pilot and flight crew should maintain a minimum distance of 10m. Do not attempt to launch or receive drone by hand. Ensure pilot and flight crew are positioned upwind and to the side of the drone for take off and landing. During flight maintain visual contact at all times to ensure that SUA does not come within 50m of people or properties/objects that are not under your control or within 150m of a congested area. Do not fly above crowds of more than 100 people. Do not attempt to touch the propeller blades until motors have completely stopped.	3	1	3		
12	Pilot incapacitation	5	2	10	Flight operations only to be undertaken with minimum one flight crew in addition to pilot. Undertake pre-flight briefing and assign flight crew responsibilities as per SUA operations manual.	2	2	4		

Risk Assessment

TASK OR WORK OPERATION

Assessor
David McCandless

Assessment Date
29/01/2024

Assessment No.
RA16

Reviewed:
16/02/2026

Task Description

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

Employees at Risk

All front line operational staff

Adjacent people and jobs that might be affected by this work

Members of public, vessels

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

Risk Assessment

TASK OR WORK OPERATION

Assessor
David

Assessment Date
29/01/2024

Assessment No.
RA16a

Reviewed:
16/02/2026

Task Description

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

Employees at Risk

All front line operational staff

Adjacent people and jobs that might be affected by this work

Members of public, vessels

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



NEIFCA

SAFE WORKING
PRACTICES

2026/2027

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

SSB1.2 Handling Catch/Fishing Gear

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

SSB1.3 Boarding/Disembarking Vessels in Harbour

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

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

SSB1.4 Boarding/Disembarking Vessels at Sea

Equipment and Clothing

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

Use of RIB

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

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

Weather Conditions

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

SSB1.5 Launching Vessels with Vehicles

General

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

Launching and Recovery of Vessels from the Shore

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

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

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

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

Towing

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

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

Maintenance

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

Safety Equipment

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

SSB1.6 Offshore Operations – North Eastern Guardian IV (NEG IV)

General

All operations onboard NEG IV and its boarding RIB must comply with the vessel's Safety Management Systems, Standard Operating Practices and safe working practices, under the direction of the skipper at the time and such operations should only be undertaken by trained experienced staff. All other NEIFCA staff, personnel and visitors must follow and comply with all guidance and instruction, at all times, including the use of PPE, whilst onboard the vessel.

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.

SSB1.8 Patrol Vessel Engine Room

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

SSB1.9 Working on board vessels

- 1) Beware of sudden unexpected vessel movements when derricks are raised or lowered, or when a weight is being swung.
- 2) Sharp, pointed net gauges and knives can be dangerous items when clambering over vessels. All such items should be placed in a strong bag or safe pockets.
- 3) Particular care must be exercised when fishing gear is being handled on the vessel, or fish boxes are being loaded/unloaded.
- 4) Once aboard, always stand well clear of all gear and machinery on deck, whether or not it is working - it may start up unexpectedly.
- 5) Never straddle a rope or wire - it may unexpectedly come under tension. Never stand in a bight of any rope, wire and chain. Always avoid slack wires laid on deck between two bollards, sheaves or blocks. (If the wire should come under sudden tension, a person's legs can be whipped from beneath them with possible severe injuries).
- 6) Beware of the dangers of walking on slippery hatch covers or on hatch boards which may not be properly secured over a deck opening. Always check that hatch covers are clipped back or otherwise secured, before descending into a fish or net hold.
- 7) When inspecting any hold, always have a member of the crew to assist you.
- 8) Trawl nets, fish boxes, containers, and other heavy objects should, where possible, be lifted in such a manner which conforms to manual handling techniques and where possible assistance should be sought.
- 9) Be aware of fire hazards and always ensure that a quick exit route from the vessel is available.

SSB1.10 Driving at Work

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

Use of Authority Vehicles

- 1) The Chief and Deputy Chief Officers are responsible for ensuring that all Authority vehicles are serviced and maintained in line with the manufacturer's recommendations.
- 2) Any employee using the vehicle shall be responsible for ensuring that before use a relevant Weekly Inspection Sheet has been completed.
- 3) All use of the vehicle is to be authorised by a senior manager.
- 4) Any employee using any Authority vehicle, is required to complete all necessary documentation in full. Any faults suspected or detected by an employee must be reported to the senior manager immediately. An entry must be made in the vehicle log book, **and where any fault may affect safety, then the vehicle must not be used.**
- 5) Any employee involved in a traffic offence or accident, either in their personal vehicle or Authority vehicles, or suffering any illness which may affect the ability to drive, or having been prescribed any medication, which may affect the ability to drive, must advise the CO, Deputy CO or line manager as soon as is practical.
- 6) Before using the four-wheel drive capability of the Vehicle, or taking the vehicle

into an off road situation, employees must be conversant with the correct and safe handling of the vehicle in that situation.

- 7) All drivers must be 25 years of age or over unless given express consent to operate that vehicle by the Chief or Deputy Chief Officer.
- 8) Employees will abide by the provisions of the Highway Code at all times.
- 9) Employees must comply with annual driving licence checks and any associated insurance requirements.

Use of All Terrain Vehicles

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

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

Information must be of sufficient detail to enable emergency services to initiate

a search.

Use of Officers Vehicles

- 1) Employees will abide by the provisions of the Highway Code at all times.
- 2) Vehicles must have a current MOT certificate, current Road Tax, Business Use Insurance and be roadworthy at all times.
- 3) Any employee will be responsible for checking and ensuring the safe operation of their vehicle before use.
- 4) Employees must comply with annual driving licence checks and any associated insurance requirements.

Excessive Mileage and Fatigue

- 1) When undertaking long journeys, employees should, when practicable follow the guidance contained within the Highway Code.
- 2) Where normal work patterns are disrupted i.e for shore officers attending NEGIV. 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 IV in winter then seek advice from the Deputy Chief Officer/Offshore Operations Manager or First Mate, otherwise seek guidance from the immediate line manager, on the day in question.

SSB1.11 Surveying Shellfish Beds

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

- ❑ First Aid Kit
- ❑ Fully functioning mobile phone
- ❑ 1 Handheld GPS
- ❑ Life jacket with AIS locator
- ❑ Waterproof/warm clothing for each person.
- ❑ Compass
- ❑ VHF

SSB1.12 Operation of Vessels at Sea

NEG IV Manning Requirements/Qualifications

Manning requirements/qualifications informed by the vessel's Safety Management System, Standard Operating Practices and safe systems of working.

Stand Alone Vessel Manning Requirements/Qualifications

Stand Alone Vessels

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

Manning requirements/qualifications informed by the vessel's Safety Management System, Standard Operating Practices and safe systems of working.

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.

Maintaining a Navigational Watch

The skipper of each vessel (NEG IV/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 safe navigation of the ship, despite the presence of the skipper, until the skipper informs him that he has assumed

responsibility and this is mutually understood.

- 3) The helmsman will notify the skipper when in any doubt as to what action to take in the interests of safe navigation or vessel safety.

Safety Equipment

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

Maintenance

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

Weather Conditions

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

SSB1.13 Surveys Onboard Fishing Vessels

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

SSB1.14 Inspecting Premises

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

SSB1.15 Inspection of Person/s

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

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

SSB1.16 Inspection of Vehicles

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

SSB1.17 Use of Mobile Phones

General Use

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

Message Service

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

SSB1.18 Operation of Drones

Pre-Flight Checks

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

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

Take Off

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

Flight

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

Landing & Post Flight

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

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

Storage

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

SSB1.19 Medications at Sea

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

SSB 2 – Risk Assessments

The following generic risk assessments have been conducted for work activities undertaken by NEIFCA staff. In addition to these risk assessments all operations conducted onboard NEG IV and it's boarding RIB must comply with the supporting Safety Management System, Standard Operating Practices and agreed safe working practices. 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		
RA2	Inspection of vessels/catch	RA11	Operation of RIB at sea
RA3	Inspection of Premises	RA12	NEG IV Operation at Sea
RA4	Inspection of Person/s	RA13	Driving at Work
RA5	Inspection of Vehicles	RA14	Intertidal Survey Work
RA6	Lone Working	RA15	Operations of Drones
RA7	Offshore Surveys	RA16	Mandatory Stab Vests District
RA8	Launching of RIB with Vehicle and Trailer	RA16a	Mandatory Stab Vests Sunderland
RA9	NEG IV General deck Work		
RA10	NEG IV Engine Room		

SSB3 – COSHH Assessments

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

SSB4- Violence, Challenging Behaviour and Working Alone in Safety

Verbal Abuse and Threats

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

Physical Assault

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

- A physical attack can be reasonably foreseen in the future from a potential aggressor:
- A physical attack has taken place:
 - Call the Police [Ambulance if required]
 - Report the incident to a Senior Officer verbally.
 - Liaise with the police, be prepared to make a Statement, and obtain a crime number.

- ❑ The Senior Officer will decide on any other immediate action thought necessary in the interests of safety.
- ❑ Complete written report regarding the incident.
- ❑ Liaise with Hospital or GP, if appropriate obtaining written evidence of injuries if possible.
- ❑ Counselling will be offered to Staff where necessary.

Lone Working Procedure

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

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

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

Identifying Lone Workers

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

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

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

Identified Lone Working Activities

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

Shore Based Lone Working Procedure

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

Logging On/Off

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

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

Accident and Incident Reporting

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

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

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

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

Accident Reporting Procedure (HSE)

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

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

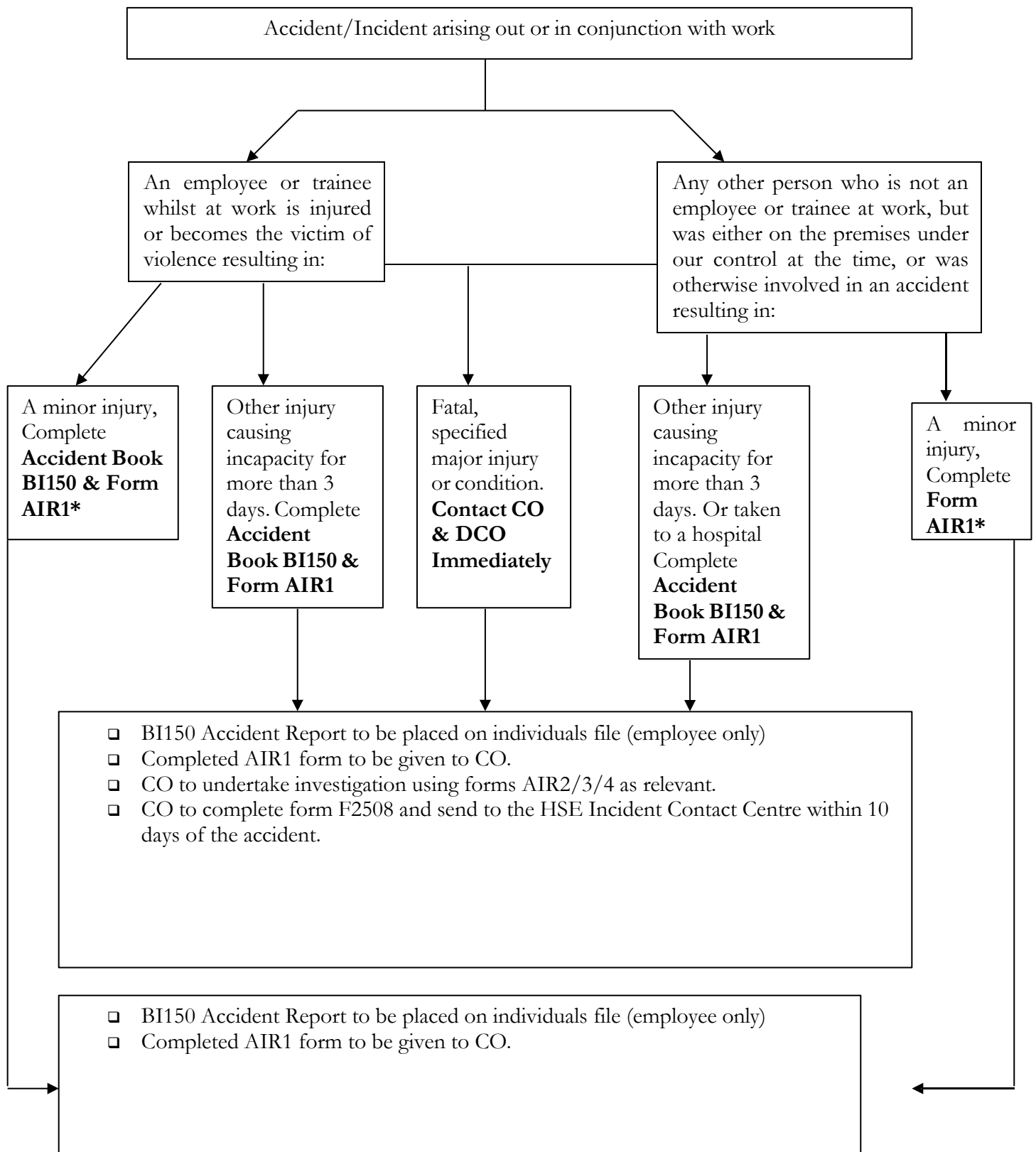
Accident Reporting Procedure (MAIB)

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

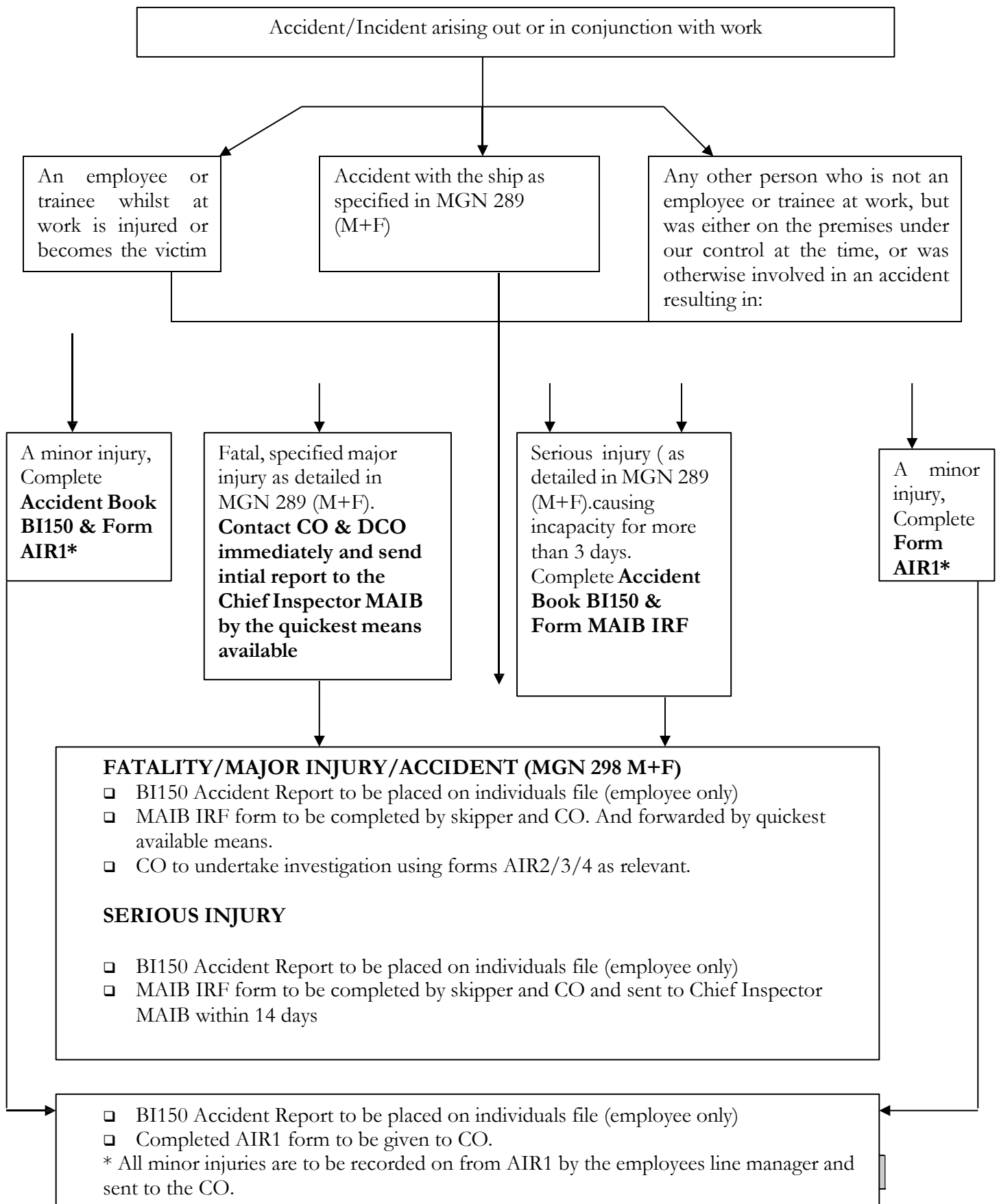
All accidents and incidents should be investigated and recorded to ensure future work activities are modified accordingly to ensure a safe working environment. The 'Accident Reporting Procedure (MAIB) Flow Chart' contains the relevant procedures to be followed in reporting and recording all accidents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

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

Accident Reporting Procedure (HSE) Flow Chart



Accident Reporting Procedure (MAIB) Flow Chart



Procedure for Assessments

STEP 1

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

STEP 2

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

STEP 3

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

STEP 4

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

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

NORTH EASTERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

Report to: Executive Committee
5 March 2026

Chief Officer's Operational Update

Report of the Chief Officer

A. Purpose of Report

To provide members with an operational report covering the period December 2025 to February 2026.

B. Recommendation

That Members note the report.

1. Overview

1.1 NEIFCA

New Fisheries Vessel Build - Update

On Saturday 21 June 2025 North Eastern Guardian IV (NEG IV) was formally named and blessed at the Parkol shipyard in North Yorkshire and I am now pleased to be able to report that NEG IV was delivered and accepted into NEIFCA's ownership on 31 January 2026 alongside the new 'boarding' RIB, 'Bravo II', on 2 February 2026. In terms of NEG IV, this represented a delay of about 8 months in terms of the completion, trialling, commissioning and acceptance of the build. In the main the delay was caused by the complexity of the build and reliance on the availability of subcontractors and suppliers to attend and rectify key issues. Those issues related to the anchoring system, wheelhouse air conditioning, the performance of the bow thrusters, steering and navigational functioning and electrical component faults. Despite the delay, the project was delivered under budget and a big thank you goes out to all the NEIFCA staff that worked so hard to successfully conclude the project, in particular Ian Davies, the Deputy Chief Officer and project manager, Dylan Silverwood, NEIFCA First Mate, Sarah Murray, NEIFCA Operational Support Manager and Peter Stevenson NEIFCA Engineer. Going forward work is now well advanced in terms of bringing the vessel into full operational service.

Environmental & Scientific Work

Since December 2025 the Environmental and Scientific team have been focusing on the data analysis and annual stock status reports for lobster, crabs and scallops. Data and information gathering has been focusing on the active, permitted scallop dredgers, the intertidal fixed net permit holders, quayside and the occasional observer trip onboard potting vessels. In addition to internal workstreams the team has also been involved in supporting national Marine Protected

Area (MPA) programme delivery in relation to the provision of fisheries data and assessing the impacts of fishing activity.

1.2 National Work streams

IFCA Conduct and Operations Report

As reported previously, every four years there is a statutory requirement under Section 183 of the Marine and Coastal Access Act 2009 for the Secretary of State to 'lay' a report to Parliament on the conduct and operations of IFCAs. The third such report, covering the period 2018 to 2022, was published by Defra on 6 February 2025 and a copy was circulated to members at the time. Throughout much of 2025, in response to the recommendations contained within the report, IFCA Chief Officers have been working in partnership with Defra through a Conduct and Operations Report Recommendations Implementation Steering group (CORRIS) to address some of the key issues identified within the report. The publication of this report was significantly delayed and work has already commenced on the next statutory report which is due to be completed this year, 2026.

Fisheries Management plans

On 14 December 2024 Defra published 5 Fisheries Management Plans (FMPs) including crab and lobster, sea bass, king scallop, whelk and Channel non-quota species. The development of FMPs is a key component of the 2020 Fisheries Act to inform future fisheries management policy delivery across a range of exploited stocks in the UK. The FMP programme has now expanded across some 40 plans covering a wide range of species with the most recent tranche published, for consultation, on 10 February 2026 covering Celtic and Western Channel demersal fisheries, Celtic and Western Channel pelagic fisheries, sea bream and wrasse fisheries.

NEIFCA staff are directly involved in two of the current, national FMP implementation groups including crab and lobster and king scallop. For the Crab and Lobster FMP, officers contribute to the steering group as well as the science and implementation sub-groups, with current priorities including the introduction of an increased Minimum Conservation Reference Size for lobsters in 2026 and exploring potential management measures for edible crabs. In collaboration with Northumberland IFCA, NEIFCA is also assessing the feasibility of a pilot scheme in the North East to trial fine-scale management approaches for the region. For the King Scallop FMP, NEIFCA serves as the lead organisation, focusing on developing management measures for offshore areas.

1.3 Priority Work streams for the next six months

- Operationalisation of NEG IV and its boarding RIB, Bravo II.
- Engagement in the Defra led review of IFCA conduct and operations covering 2022 to 2026.
- Implementation of the shellfish permit byelaw once confirmed by Defra.
- In terms of biometric survey work, prioritising potting, scallop dredging and intertidal fixed net fisheries.
- Development and commissioning of the new fisheries database to accommodate the administration of the new shellfish permit byelaw regulation.
- Supporting the implementation of the national FMP programme.

1.4 Summary of meetings and events attended

Crab & Lobster FMP implementation group	1 st December 2025
Defra planning meeting IFCA conduct & ops review	4 th December 2025
Crab & Lobster FMP Effort Group	4 th December 2025
iVMS data tools meeting	5 th December 2025
IFCA Chief Officers Group	9 th December 2025
Clean catch bycatch guides meeting	10 th December 2025
Parkol project meeting	11 th December 2025
NEIFCA recruitment interviews	15 th and 16 th December 2025
IFM IFCA briefing	16 th December 2025
IFCA TAG catch up meetings	16 th December 2025
NFFO meeting	18 th December 2025
Crab & Lobster FMP Effort Group	18 th December 2025
Natural England catch up	8 th January 2026
North East Regional Fisheries Group	8 th January 2026
Defra 'Theory of Change' workshop	13 th January 2026
IFCA Chief Officers Group	14 th January 2026
Scallop assessment data day	14 th January 2026
YMNP Executive board meeting	19 th January 2026
NEIFCA operational SMT meeting	21 st January 2026
Crab and lobster FMP science group	21 st January 2026
Defra Marine and Fisheries COs meeting	22 nd January 2026
IFCA/MMO Strategic Operations Group	26 th January 2026
NEIFCA operational staffing meeting	28 th January 2026
Crab & lobster FMP fishing workshop	29 th January 2026
Parkol final project meeting	30 th January 2026
ISSF National symposium meeting	31 st January 2026
ISSF Symposium workshop, Newcastle	4 th & 5 th February 2026

AIFCA iVMS data analysis meeting	10 th February 2026
Maine Planning Trade Off Analysis workshop, London	11 th February 2026
IFCA MMO Licensing engagement meeting	11 th February 2026
IFCA Chief Officers Group	12 th February 2026
Crab & Lobster FMP Effort Group	12 th February 2026
Coastal Health Programme workshop, Newcastle	18 th February 2026
NEIFCA internal audit meeting	18 th February 2026
NEIFCA recruitment interviews	18 th & 19 th February 2026
Crab & Lobster FMP Effort Group	26 th February 2026