

**Health and Safety**  
Report by Head of Safety Management

**Summary:** This report presents the annual health and safety report and the annual review of marine incidents.

**Recommendation:** That the Authority

- (i) note the priorities for action on internal health and safety for the coming year, which are to:
  - a) Continue the promotion of safety reporting system to help to influence a positive change in culture and to capture near miss events (Opportunity for Improvement)
  - b) Focus on reducing the number of incidents resulting from driving
  - c) Continue monthly health and wellbeing communications with staff and volunteers
- (ii) to note the Annual Marine Incident Statistics.

## **1 Introduction**

1.1 This report covers three health and safety matters, the annual safety report and annual marine statistics.

## **2 Health and Safety Annual Report**

2.1 Health and safety has always been a high priority for the Broads Authority because of the environment in which it operates. Over the last ten years the safety of visitors has been the focus for heightened activity with the Broads Authority Act 2009 and the Port Marine Safety Code providing a framework for action. Similarly the health and safety of staff has been a high priority and this is due to the environment employees work in and the use of heavy and potentially dangerous plant and equipment. The first annual report was presented to the Authority in May 2012. Appendix 1 contains the report for the period 2018/19.

2.2 The Authority continues to demonstrate a good safety record and incident and accident rates are consistent with previous years. The benchmarking information highlights a static trend in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) reported incidents but the pressure for continued improvement remains. It is recognised that continued resource and commitment at all levels will be required to improve the overall safety performance and culture in future years, particularly in areas of housekeeping, supervision and employee hazard awareness.

2.3 This approach combined with a proactive programme of promoting employee wellbeing demonstrates the Authority's commitment to maintaining a long term positive health and safety culture.

### **3 Annual Marine Incident Statistics**

3.1 Appendix 2 provides details of the marine incidents reported during the period April 2018 to March 2019, including an analysis of deaths and personal injury since 1997. When consideration is given to the large number of visitors to the Broads, the statistics demonstrate that the Broads continues to be a safe place for boating and boating related activities.

3.2 The Broads Authority has sought to continue to highlight the message of personal responsibility for safety in its publications and has encouraged boaters to take a more proactive role by becoming better-informed and wearing lifejackets at critical times. Reports from officers have indicated that again this year has seen a noticeable increase in the number of boaters seen wearing lifejackets particularly on hire boats but this is balanced by many near misses where people not wearing life jackets fall into the water.

3.3 Notable issues are:

- Boat fires continue to remain at a low level demonstrated in previous years. All boats involved in fires held current Boat Safety Scheme Certificates.
- The vessels on fire related data suggest that when viewed over several years, the statistics continue to demonstrate a fairly static position.
- It should be noted that there were two incidents from boating use resulting in fatality. One incident was the likely result of natural causes and the other a fall.
- The majority of incidents where hospital treatment was required continue to be attributed to embarkation and disembarkation with an increase in numbers in comparison with the previous years.
- Incident reports can be submitted on-line via an electronic form which can be found on the Broads Authority website <http://www.broads-authority.gov.uk/>

3.4 The Authority, through the Boat Safety Scheme (BSS), has recently introduced the requirement for boats with accommodation to have a Carbon Monoxide alarm fitted. This is following the tragic death of two people on the Broads in 2016 from Carbon Monoxide. The BSS and the Broads Authority will continue to raise awareness of the Carbon Monoxide hazard. Leaflets and a communications campaign has been developed jointly between Council for Gas Detection and Environmental Monitoring (CoGDEM) and BSS.

3.5 Rangers have been briefed on the dangers and effects of carbon monoxide and will be engaging with the boating community to continue to help raise awareness of the hazard and the signs of carbon monoxide poisoning, as well as stocking Carbon Monoxide alarms for sale.

Background papers:	Previous annual reports
Author:	Steve Birtles
Date of report:	3 May 2019
Broads Plan Objectives:	4.3
Appendices:	APPENDIX 1 – Annual Health and Safety Report 2018/19 APPENDIX 2 – Annual Marine Incident Statistics 2018/19

## Annual Health and Safety Report 2018/19

**1** The Authority's commitment to employee Health and Safety and the arrangements for management and delivery are set out in the Health and Safety Policy which is published on the Authority's Intranet and communicated to all staff. Supporting policies have been developed to set out arrangements for the management of specific hazards. All hazards that are encountered by the employees are risk assessed and a series of generic risk assessments have been developed. Task specific risk assessments are completed for all work sites. This system is well developed and in regular use by employees.

### **2 This Year's Training**

2.1 The Authority has continued to deliver health and safety training using both internal and external resources. Training activity over the 2018/19 period included:

Slips trips and falls	CoSHH
Risk Assessment	Driver Assessment
First Aid	Standby Training
Chainsaw refresher	VHF Radio
Manual Handling	Large vessel handling
Brush Cutter / Trimmers refresher	Slinger signaller
Boat Handling	Working at height
Hazardous Boat Inspections	Abrasive Wheels
Launch Handling	DSE Risk assessment
Health and Safety for Managers	Supervisors course

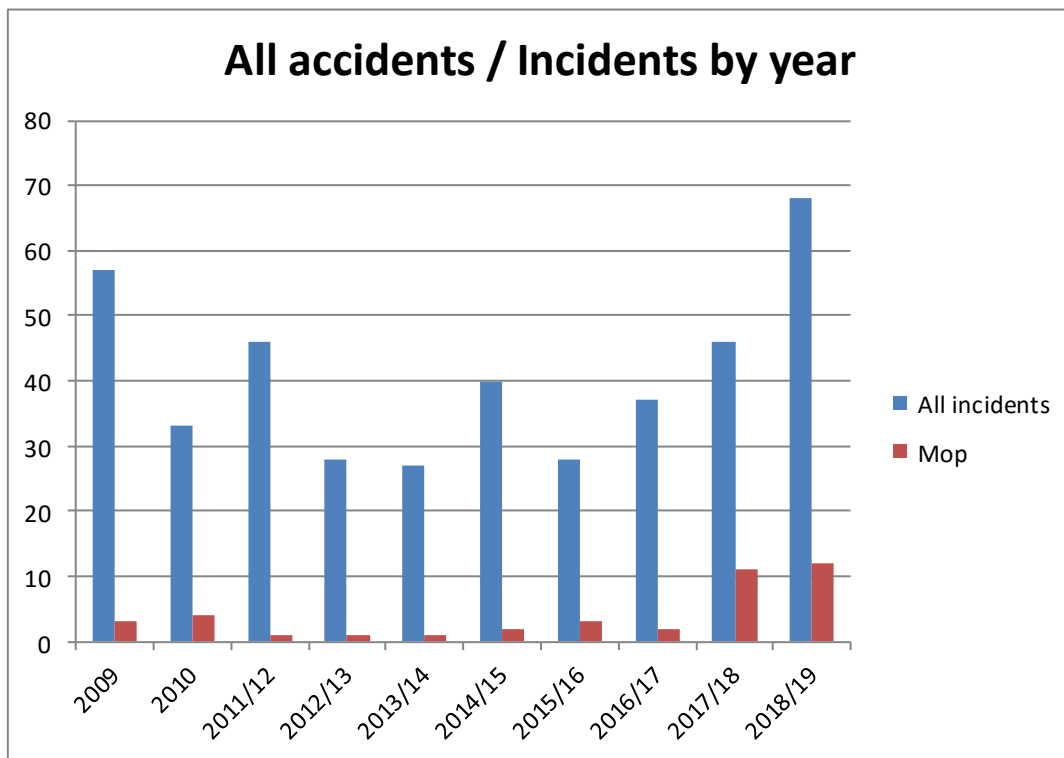
### **3 Implementation of the online training programme**

3.1 The main activity over the last year has been the rollout to all staff of online health and safety courses. The previous year saw Slips trips and falls rated significantly in the accident figures so all staff completed a module on this subject during the year which has resulted in a significant fall in incidents.

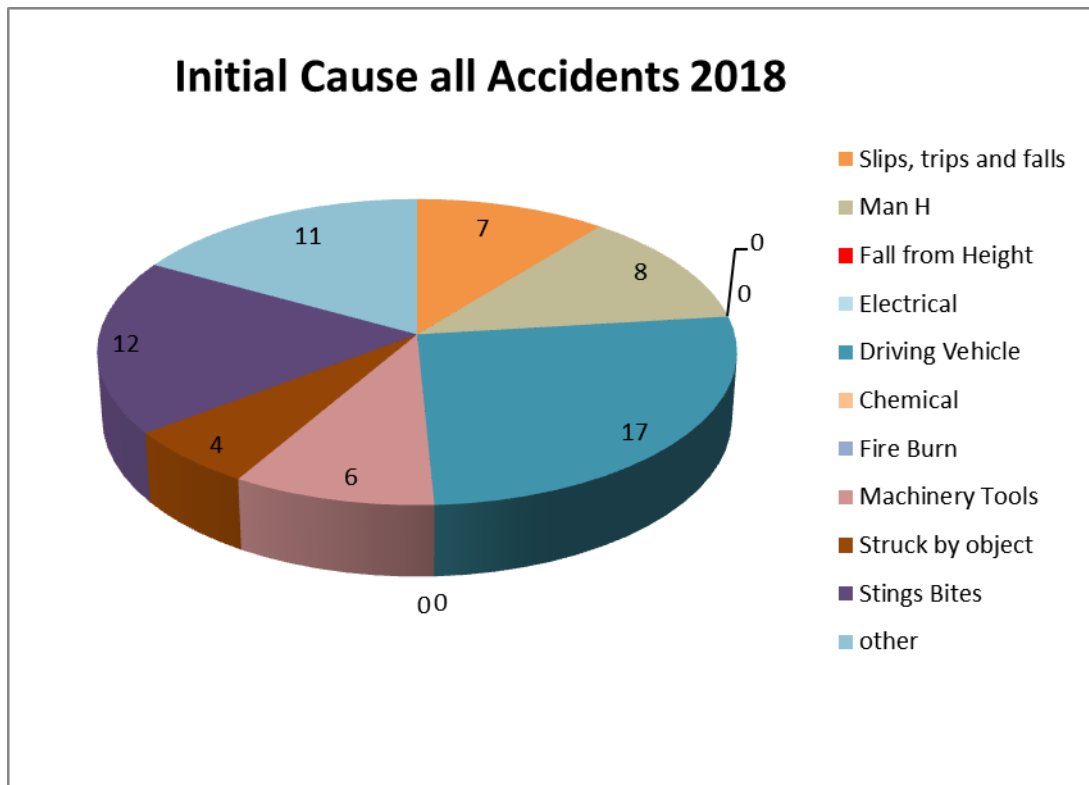
3.2 The use of online training will be further augmented in 2019/20 with an extensive suite of modules being available from a new supplier through the National Parks Partnership. This new suite will enable a greater range of material to be available and for the Authority to tailor or develop specific modules to meet our specific need.

#### 4 Accident Information

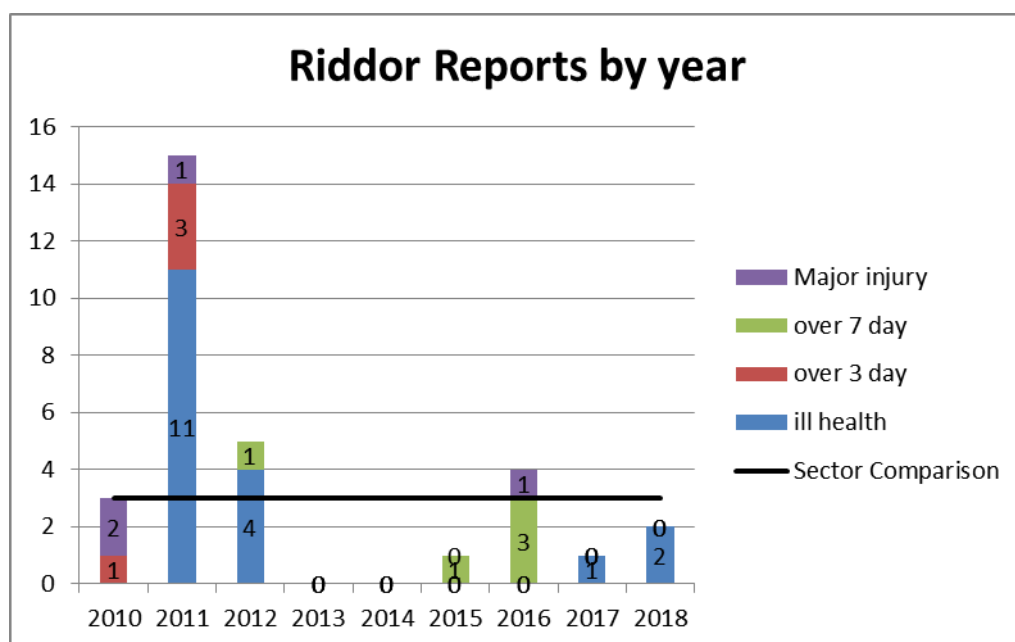
4.1 The following graph shows the number of accidents reported over the last ten years, a total of 389 with an average of about 39 per annum. The total incidents for this year (68) have shown a disappointing increase on last year. However, this may be explained by more accurate reporting especially relating to the public at Broads Authority sites and damage to property incidents which did not feature previously.

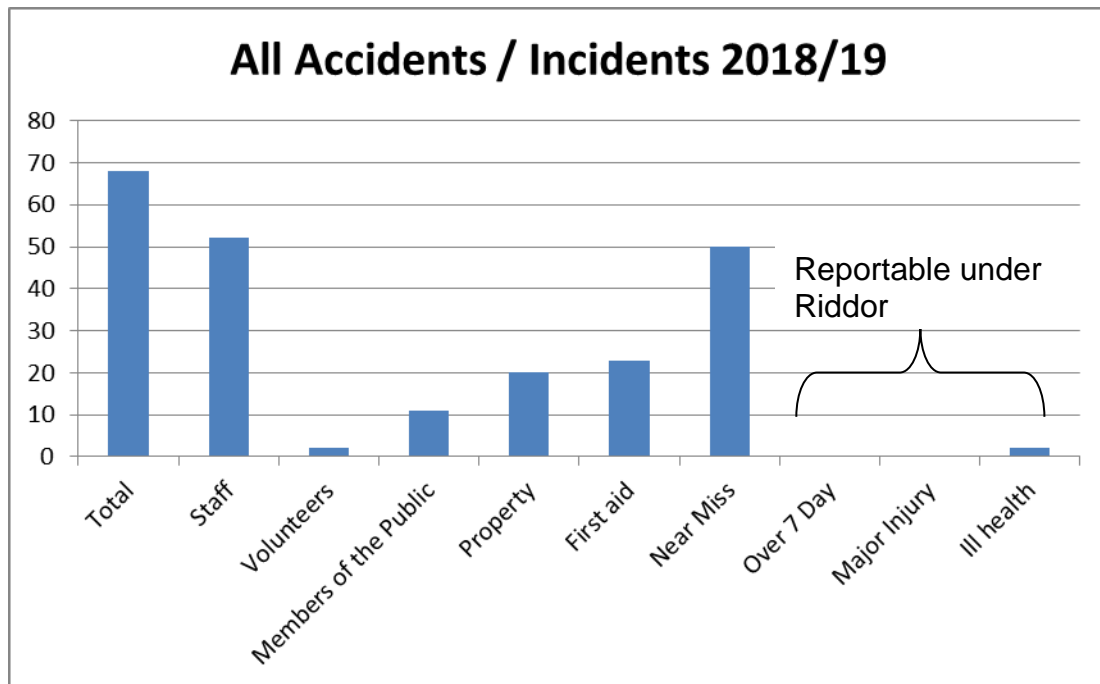


4.2 The following pie chart shows the nature of the accidents which are very much in line with experience of previous years in the terms of cause and their incidence. The increase in vehicle driving incidents, damage to property incidents, indicates that there is more work to be done to manage the reduction in this type of incident.



4.3 The next graph breaks down the figure of 68 reported incidents for the period from 1 April 2018 to 31 March 2019 based on the definitions contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) which represents those incidents that are notified to the Health and Safety Executive (HSE).





4.4 During the reporting period the Authority had no prosecutions, prohibition notices or improvement notices.

## 5 Accident Incidence Rate (AIR)

5.1 The AIR indicator measures accident statistics, and is a calculation that the Health and Safety Executive and most organisations use to measure their accident rate. By providing this figure the Authority can benchmark itself against organisations which encounter similar hazards in their operations.

5.2 The sector selected for comparison is “Specialised Construction” which demonstrates a similar hazard profile to that encountered by the Authority in its operations. The reference sectors three year average AIR score of 1,240 would equate to three RIDDOR reportable ill health/accidents per annum. The return to a level below the sector average is welcomed with only two Riddor reports this year.

## 6 Near Miss and Safety Observations

6.1 There have been 73 safety observations made by staff over the reporting period. Of these 36 were sited opportunities for improvement, 43 were near misses and 8 were examples of good practice.

6.2 It is the intention to continue to promote the reporting of safety issues as they form the basis of near miss reporting which in turn will begin to drive down the accident figures as corrective and preventative measures are implemented.

## 7 Health and Safety Committee

7.1 During 2018/19 the Safety Committee has worked on a range of issues notably the revision of all generic risk assessments, Reviewing Accidents and

investigations, Progressing Audit actions, New driving for work policy, responding to legislation changes.

7.2 Follow the Committee's recent meeting in which the annual accident statistics were reviewed, it was recommended that work for the forthcoming year should be focussed on the following areas:

- Continued promotion of safety reporting system to help to influence a positive change in culture and to capture near miss events
- Focus on reducing the number of incidents resulting from driving
- Continue monthly health and wellbeing communications with staff and volunteers

## 8 Proactive Measures

8.1 The Authority through its Employee Assistance Programme provides advice and support to its employees delivered by an independent provider "Insight". The programme includes the following features:

- Unlimited access to Insight Wellbeing at Work's 24 hour telephone counselling helpline
- Support and signposting to appropriate services and sources of information
- Legal and financial helpline
- Management advisory service
- Access to Employee Wellbeing Portal
- Support calls

8.2 The Authority also provides health surveillance via its occupational health providers of those staff who may be affected by exposure to certain hazards such as vibration or noise. Additionally occupational health professionals are employed to provide guidance where additional measures are required for the management of specific issues.



## Annual Marine Incident Statistics

### 1 Introduction

- 1.1 The reporting period is from 1 April 2018 to the 31 March 2019. The report is limited to the Broads Authority's area of marine responsibility. Notable incidents are listed below.

### 2 Summary of Incidents Reported

2018	Incident Details	Hazard Log Category
6/4	Fire on board vessel at Oulton Broad Yacht Station. 1 person on board (pob). No injuries	Fire
22/4	Hirer fell from vessel while coming into mooring. Hospitalised with broken ribs and punctured lung	Embarkation/Disembarkation
23/4	Male fell over mooring post stump at Horning staithe. Ruptured stomach, requires surgery	Injury
24/4	3 persons rescued from Wensum by Fye Bridge. Female with medical problems taken to hospital.	Jumped in
4/5	Fell while mooring, hit ribs/chest on mooring post. Taken to hospital with bruising but able to resume holiday	Embarkation/Disembarkation
7/5	Male fell on vessel and dislocated shoulder. Hospitalised.	Injury
14/5	Female suffered cut to hand from mooring rope at Great Yarmouth Yacht Station. Wound treated in at hospital	Injury
17/5	Female fell onto quay at Norwich Yacht Station. Injury to elbow, treated at hospital	Embarkation/Disembarkation
21/5	Female crushed leg while mooring at Ranworth and fell into water. Airlifted to hospital with double open leg fracture	Embarkation/Disembarkation
27/5	Male fell while mooring at St Benets, suffering facial injuries. Treated in hospital but able to resume holiday same day	Embarkation/Disembarkation
29/5	Male collapsed on vessel at Hoveton viaduct. Taken to hospital	Medical
30/5	Male damaged ankle while mooring at Ludham Bridge. Taken to hospital	Embarkation/Disembarkation
2/6	Carbon monoxide poisoning on vessel at Somerleyton. 4 pob required hospital treatment	Medical

APPENDIX 2

4/6	Fatality of male from suspected cardiac arrest on vessel at Hoveton	Fatality
4/6	Child fallen in at Norwich Riverside. Uninjured	Fallen in
10/6	Female jumped into river from Wroxham Bridge. Taken to hospital	Jumped in
16/6	Male transferred to hospital from vessel at Acle	Medical
17/6	Male transferred to hospital from vessel at Ludham Bridge	Medical
17/6	Child transferred to hospital from vessel at Thurne Dyke	Medical
24/6	Person in water at Norwich Yacht Station. Refused medical attention	Fallen in
1/7	Fire on vessel at Hoveton caused by electrical fault. Pob not injured	Fire
2/7	Male fell on vessel at Reedham Quay. Broken thumb, in hospital overnight	Injury
3/7	Person transferred to hospital from vessel at Wroxham	Medical
5/7	2 persons fell into river from vessel at Great Yarmouth Yacht Station. Assisted out by BA Quay Attendant. Not injured	Fallen in
9/7	Person transferred to hospital from vessel at St Olaves. Diabetic coma	Medical
12/7	Female transferred to hospital from vessel at Acle Bridge. Breathing difficulties	Medical
13/7	Male transferred to hospital from vessel at Somerleyton. Cardiac arrest	Medical
14/7	Male jumped into river in Norwich. Assisted out. Refused medical treatment	Jumped in
18/7	Male transferred to ambulance from trip boat "Southern Comfort". Chest pains	Medical
20/7	10 yr old boy fell into river at Reedham. Assisted out, uninjured	Fallen in
24/7	Female fell in to river at Great Yarmouth Yacht Station. Uninjured	Fallen in
30/7	Male fell in to river at Hoveton while stepping on to vessel	Embarkation/Disembarkation
1/8	Female injured when caught leg in mooring rope of departing vessel. Serious leg injury, taken to hospital	Embarkation/Disembarkation
4/8	Female fell on vessel at Woodbastwick. Back injury. Hospital not required	Injury

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4/8	Suicidal female pulled from river at Wroxham	Jumped in
7/8	Child fell from vessel at Reedham Quay. Assisted ashore by BA Quay Attendant. Not injured	Fallen in
8/8	Female fell from vessel as leaving Great Yarmouth Yacht Station. Assisted to safety ladder. Not injured	Embarkation/Disembarkation
10/8	Female fell from boat as mooring at Reedham Quay. Fractured wrist, able to resume holiday	Embarkation/Disembarkation
13/8	Female fell from vessel while mooring at Great Yarmouth Yacht Station. Assisted from water by BA Quay Attendant. Not injured	Embarkation/Disembarkation
13/8	Male fell from vessel while mooring at St Benets. Assisted ashore by Ranger. Not injured	Embarkation/Disembarkation
19/8	Male found in water by Bishops Bridge. Assisted by BA Quay Attendant and passer-by. CPR given, taken to hospital	Fallen in
23/8	Female fell from vessel while mooring on River Bure. Bruised ribs	Embarkation/Disembarkation
27/8	Drunk male fell into river opposite Norwich Yacht Station. Not injured	Fallen in
27/8	Male fell from vessel while mooring at Norwich Yacht Station. Not injured	Embarkation/Disembarkation
30/8	Female fell from vessel under power on Lower Bure. Recovered by crew and taken to Great Yarmouth Yacht Station to ambulance	Fallen in
31/8	Suicidal female in river at Wroxham. Detained under Mental Health Act	Jumped in
12/9	Female injured back, leg and arms jumping from vessel at Berney Arms. Taken by BA launch to waiting ambulance	Embarkation/Disembarkation
12/9	Male transferred to ambulance from vessel at Horning Swan	Medical
13/9	Person injured by cleat on quay at Reedham. Taken to hospital	Injury
15/9	Body of missing person found near Haven Bridge	Fatality
16/9	Body recovered from river near Whitlingham in apparent suicide	Fatality
17/9	Female injured stepping off boat at Potter Heigham. Treated at hospital for cut to leg	Embarkation/Disembarkation

APPENDIX 2

19/9	Male on vessel at Hoveton viaduct with chest pains	Medical
20/9	Male transferred to ambulance from vessel at Stalham. Treated in hospital	Medical
21/9	Male with medical condition fell into river at Acle. Unable to get himself out. Assisted out by HMCG. Not injured	Fallen in
26/9	Female fell in river at Sutton Staithe. Unconscious, taken to hospital	Fallen in
27/9	Male fell in to river at Reedham while mooring. Assisted out by BA Quay Attendant. Cut to arm. Treated on site by ambulance	Embarkation/Disembarkation
3/10	Male with chest pains on vessel on River Ant. Assessed on scene but hospital treatment not required	Medical
4/10	Male with chest pains on vessel on Breydon Water. Taken to hospital by car	Medical
9/10	Female suffered cardiac arrest on vessel at Acle. Transferred to hospital	Medical
21/10	Male suffered suspected stroke on vessel at Potter Heigham. Taken to hospital	Medical
24/10	17 sea cadets and 4 Instructors in distress following grounding on Breydon Water. 1 person taken to hospital	Medical
30/10	Drunk male drove car into river at Horning Ferry. Recovered from water and taken to hospital	Fallen in
1/11	Male fell from vessel while mooring at Acle Bridge. Head and leg injury, taken to hospital by ambulance	Embarkation/Disembarkation
18/11	Boat fire on wild mooring near Barton Turf. Vessel burnt out and sunk	Fire
5/12	Male suffered cardiac arrest on vessel at Thorpe Island. Transferred to hospital by ambulance	Medical
5/2	Male jumped into river from Vauxhall Bridge. Taken to hospital	Jumped in
15/12	Male injured knee on vessel at Barton Turf. Taken to hospital	Injury
29/12	Boat fire at Beccles 24 hour mooring. 1 pob not injured	Fire
6/1	Explosion and fire on vessel at Griffin Marine. 1 pob taken to hospital with broken leg	Explosion/Fire
26/1	Male fell into water while boarding	Fatality

	vessel at Hoveton. Died in hospital	
14/3	Female requiring medical attention – diabetic- on broken down vessel. Transferred to ambulance	Medical
24/3	Person slipped and fell in water while broken down vessel being prepared for tow. Uninjured	Fallen in
26/3	Casualty with suspected broken ribs following fall on board hire cruiser. Taken by ambulance to hospital	Injury
28/3	Female fell on board vessel at South Quays Marina, Horning. Leg injury. Taken by ambulance to hospital.	Injury
27/3	Male fell into water after scull hit by another vessel. Minor injuries, hospital treatment not required.	Fallen in

### 3 Conclusion

- 3.1 The incidents to date do not appear to be dissimilar to those presented in previous years. Records show that incidents requiring medical treatment have increased.
- 3.2 As with previous years evidence suggests that disembarkation and falling in remains to be the main area of activity which results in injury and potential for drowning.
- 3.3 The Broads Hire Boat Federation has agreed to ensure that their members bring to the attention of the customers of the need to take care when getting off and on their boats.

### 4 Looking Forward

- 4.1 The National Water Safety Forum’s UK Drowning Prevention Strategy was launched in 2016 at Westminster which calls for organisations to work together to deliver safety messages and encourage participation. The strategy aims to reduce accidental drowning in the UK by 50% by 2026.
- 4.2 The Broads Authority will continue to work with stakeholder groups to assist in the delivery of the strategy initially to continue to promote the “Wear it” campaign and to raise awareness of everyday risk in, on and around water by sharing information.
- 4.3 There will be 10 Super Safety Days and Evenings this year where Rangers will provide information and advice on Carbon Monoxide, Tolls, Life jackets, and general safety related issues.

Background papers: Previous annual incident reports

Author: Steve Birtles/Clive Rushworth/Nikki Jones

Date of report: 31 March 2019

Appendices: Appendix 1 – Table 1 Analysis of Death/Injuries Since 1997  
Appendix 2 – Table 2 Analysis of Fire and Explosions Since 1997

TABLE 1

Analysis of Death/Injuries Since 1997

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<u>Death</u>																						
No of deaths on or from boats	1	3	2	1	3	2	6	0	0	2	0	0	0	2	4	2	0	2	1	5	1	2
Reported deaths not related to boating	2	1	4	4	2	3	1	0	7	2	1	1	3	3	3	8	2	5	4	2	1	2
<u>Cause of death</u>																						
Severe injury	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Heart Attack	0	0	1	1	0	1	0	0	0	1	0	1	2	2	1	5	0	1	1	3	1	1
Drowning	0	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5	3	0	0	3
Asphyxiation/CO poisoning	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Terminal Illness															1	0	0	0	0	0	0	0
Not Known	2	0	0	1	0	0	2	0	3	0	1	0	1	2	2	0	0	1	0	2	1	0
Reports of people inadvertently entering in the water See footnote.	4	8	2	5	1	4	15	16	12	23	29	17	34	20	17	18	12	22	19	21	12	23
<b>No of persons reported as requiring hospital treatment</b>	8	7	9	8	7	7	18	2	4	13	12	11	22	30	17	15	19	14	13	30	36	49
Head	4	1	3	2	1	1	1	1	3	1	1	5	3	3	1	3	3		2	7	3	4
Arm/hand	6	0	0	1	3	1	1	1	0	1	6	4	1	4	4	2	4	1	0	3	4	6
Leg/foot	4	2	4	1	2	2	2	2	1	3	7	5	7	8	3	6	4	3	4	9	8	8
Torso, ribs, chest, back	2	0	1	4	1	1	2	0	1	4	3	0	2	4	2	0	2	2	2	1	5	8
Not described	0	0	0	0	0	0	10	2	1	4	0	0	8	10	2	2	5	1	4	6	12	13
Asphyxiated/CO poisoning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	4
Burns/Scalds	1	4	1	1	0	2	1	0	0	1	1	0	1	2	1		1	2	0	0	0	0
Heart attack															3	5	1	2	1	5	3	10

Footnote: Reports where someone inadvertently found themselves in the water. It does not include capsizes of sailing dinghies etc., or from any other contact water sports where entry into the water is predictable.

TABLE 2

## Analysis of Fire and Explosions Since 1997

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Number of incidents	5	4	6	3	4	2	2	0	2	22	8	4	4	3	3	1	1	1	0	2	2	5
Vessels involved (Private)	3	4	3	2	2	2	1	0	1	18	10	4	2	2	2	1	1	3	0	1	2	5
Vessels involved (Hire)	2	0	3	1	2	0	1	0	1	4	1	0	2	1	1	0	0	0	0	1	0	0
Prime cause LPG	0	2	0	1	1	0	2	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0
Prime cause Petrol	1	1	1	0	0	1	0	0	0	1	2	0	0	0	2	1	0	1	0	0	0	1
Prime cause Electrical	2	0	0	1	1	1	0	0	1	0	1	2	2	1	1	0	0	0	0	1	0	1
Prime cause Other	2	1	5	1	2	0	0	0	1	21	4	2	2	1	0	0	0	2	0	1	2	3
No of vessels total loss	2	0	1	2	2	2	0	0	0	20	6	2	1	0	2	1	0	0	0	0	1	2
No of injuries from fires requiring hospital treatment	1	3	1	0	0	2	2	0	0	1	1	0	0	2	1	0	1	0	0	0	0	1
No of fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0