

Broads Authority

20 September 2024

Agenda item number 10

Revised Health, Safety & Wellbeing Policy

Report by Director of Operations

Purpose

To update Members on the Authority's revised Health, Safety & Wellbeing Policy.

Broads Plan context

C4 – Maintain and improve safety and security standards and user behaviour on the waterways

Recommended decision

Members to endorse the revised Health, Safety & Wellbeing Policy and support the Authority's objective of providing a safe and healthy workplace and working environments for all its employees, volunteers, Members, contractors and others affected by its undertakings.

1. Introduction

1.1. [The Health and Safety at Work Act 1974](#) (HSWA 74) is the primary legislation covering occupational health and safety in Great Britain. It sets:

- General duties employers have to their employees.
- General duties of employers and self-employed to persons other than their employees.
- General duties of persons concerned with premises to persons other than their employees.
- General duties to control harmful emissions into the atmosphere.

1.2. The HSWA 74 states that every business must have a policy for managing health and safety, and the policy must set out the general approach. It will explain how the Authority, as an employer, will manage health and safety within our organisation, and it must clearly say who does what, when and how. You must write down your policy if you have five or more employees.

1.3. The HSWA 74 sets the legal framework. [The Management of Health and Safety at Work Regulations 1999](#) explains that an employer must identify the risks that employees,

contractors, and public may face and take steps to control or mitigate those risks through a formal risk assessment process.

- 1.4. The table below explains the critical safety legislation the Broads Authority must comply with as an employer and as a Competent Harbour Authority:

Legislation	Summary of the Act's purpose
Health and Safety at Work Act 1974	Protect people from injury or ill health risks by ensuring employees provide a safe working environment.
The Management of Health and Safety at Work Regulations 1999	Employers must identify the risks that employees, contractors, and members of the public may face and take steps to control or mitigate those risks through a formal risk assessment process.
Port Marine Safety Code 2000 (PMSC)	It sets out a national standard for every aspect of port marine safety and aims to enhance safety for everyone who uses or works in the UK port marine environment. The UK Government endorses the PMSC.
Safety Management System (SMS)	The PMSC requires that all harbour authorities base their marine powers, policies, plans and procedures on a Formal Safety Assessment (FSA). The SMS describes how the Broads Authority fulfils its duties under the PMSC.
Corporate Manslaughter and Corporate Homicide Act 2007	companies and organisations can be found guilty of corporate manslaughter due to serious management failures resulting in a gross breach of a duty of care.

2. Who does what, when and how

- 2.1. A vital element of a Health, Safety, and Wellbeing Policy is identifying who is responsible for the organisation's health, safety, and well-being and what is expected of them. The revised policy details that the Authority takes a top-down approach and describes the expectations of each role.
- 2.2. This duty extends to the Broads Authority Members, who have *“a responsibility to ensure that the Chief Executive is adequately resourced and supported in achieving compliance with the legal requirements of the Health and Safety at Work Act 1974 and the regulations made under it.”*

- 2.3. The policy then describes roles and responsibilities for all organisational staff and the importance of the [Corporate Manslaughter and Corporate Homicide Act 2007](#).
- 2.4. The Broads Authority has risk-assessed all workplaces, plant, equipment, vessels, and work activities it organises. The Authority uses a team approach, whereby 'risk owners' who use the plant, vessels, and equipment undertake the initial risk assessment and recommend mitigation measures to eliminate or reduce the risks. The risk-based format is a common approach that runs through the Health, Safety and Wellbeing Policy and the Safety Management System to ensure consistency.
- 2.5. Where the risk assessment process has identified issues that have a corporate impact, we have developed Codes of Practice (CoP). The Authority's current Code of Practice is as follows:
 - Risk Assessing
 - Use of Life jackets
 - Reporting of Incidents, Diseases or Dangerous Occurrences
 - Sharps
 - Electricity at Work
 - Hard Arm Vibration
 - Control of Substances Hazardous to Health
 - Respiratory Protective Equipment
 - Noise

3. Financial implications

- 3.1. The actual cost of health and safety comes when you fail to manage your health and safety requirements properly. Poor processes, poorly applied standards, and poor adherence to guidance can lead to permanent injuries and death. This would affect the authority's ability to deliver statutory duties, leading to higher insurance claims, a disincentivised workforce, and a damaged reputation.
- 3.2. The Broads Authority has embedded safety into every aspect of its functions, and the policy makes that clear.

4. Risk implications

- 4.1. The Broads Authority [Corporate Risk Register](#) (last presented to Risk, Audit & Governance Committee in July 2024) has identified '*Safety-related incident (operational work) resulting in death or serious injury*' as well as '*Safety-related incidents (boating) resulting in death or serious injury*'. Both risks have been mitigated to As Low As

Reasonably Practicable (ALARP) but they still meet the medium risk criteria, which reflects how seriously the Authority views its health and safety responsibility.

5. Conclusion

- 5.1. To assist us with the marine elements of our safety, we use the independent Boat Safety Management Group; we are represented on the Management Committee of the Boat Safety Scheme, and we have close links with the RYA, British Marine, Paddle UK, the Coast Guard, the National Drowning Prevention Forum, and the Navigation Committee.
- 5.2. For our domestic (non-marine) safety, we have a Safety Committee, a robust risk assessment approach, detailed Safe Systems of Work, Codes of Practice and a raft of generic risk assessments. We review staff training annually to ensure competence and certification are kept current, and all new staff have an induction phase when they start. We operate an 'Observation Card' system where staff and volunteers can report near misses.
- 5.3. The Authority provides access to 'health assured' for well-being at work. An Assistance Programme is a confidential service designed to help staff deal with personal and professional problems affecting their home, work, health, and general well-being. This service is free of charge, confidential, and accessible 24 hours a day, 365 days a year.
- 5.4. We are not complacent about health, safety or wellbeing and using our detailed processes, we strive for continuous safety improvements to ensure our staff, volunteers, members and public are safe.

Author: Rob Rogers

Date of report: 24 July 2024

Background papers: None

[Broads Plan](#) strategic objectives: C4

Appendix 1 – Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Policy

DRAFT



Broads Authority
Yare House
62-64 Thorpe Road
Norwich NR1 1RY

Contents

1.	Health, Safety and Welfare Policy	2
	Statement of Health, Safety and Wellbeing Policy	3
2.	Organisation and responsibilities	4
2.1.	Introduction	4
2.2.	The Safety Committee	9
2.3.	Safety Representatives	9
3.	Organisational Arrangements for Implementing the Policy	10
3.1.	Management of Health and Safety at Work	10
3.2.	Risk Assessment	10
3.3.	Control, Monitoring and Review	11
3.4.	Codes of Practice	11
3.5.	Training	12
3.6.	Managing Contractors and Subcontractors	13
3.7.	Construction Design and Management Regulations 2015 (CDM)	14
3.8.	Reporting and Investigation of Accidents and Dangerous Occurrences	14
3.9.	First Aid Arrangements	18
4.	Port Marine Safety Code & Marine Safety Management Plan.	19
4.1.	Port Marine Safety Code	19
4.2.	Marine Safety Management System (SMS)	19

1. Health, Safety and Welfare Policy

- 1.1. The Broads Authority (“the Authority”) has a duty of care to make sure all its employees, volunteers, visitors, contractors, and premises users are protected from the risk of harm and to encourage safe working practices. This document explains the health and safety policy and the systems set up within the organisation to ensure that health, safety and wellbeing processes are working. The Broads Authority will comply with H&S legislation but also wants to do more through adopting an overarching principle of continuous improvement.
- 1.2. Our health, safety and wellbeing policy will:
- Prevent accidents and cases of work-related ill-health.
 - Manage health and safety risks to as low as reasonably practicable.

- Provide clear instructions, information, and adequate training to ensure employees and volunteers can safely complete tasks and projects.
- Where appropriate, provide personal protective equipment.
- Consult employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling of substances.
- Maintain safe and healthy working conditions.
- Assess and implement emergency procedures, including in the case of fire or another significant incident.
- Regularly review and revise this policy.

Statement of Health, Safety and Wellbeing Policy

- 1.3. The Broads Authority (“the Authority”) recognises and accepts its responsibility as an employer for providing a safe and healthy workplace and working environments for all its employees, volunteers, Members, contractors and others affected by its undertakings and declare their intention to meet the requirements of the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions. They are also required to co-operate with the Authority’s leadership on all H&S matters, taking reasonable care of their own H&S and that of others, reporting all H&S concerns appropriately.
- 1.4. The Authority will continue to ensure that its policy, legal obligations, and experience are effectively applied throughout the Authority, where it has legal obligations.
- 1.5. The Authority recognises that accident prevention is essential to good work practice and that its pursuit benefits injury and damage prevention efficiency. It requires commitment at every level of the organisation. A critical service to assist the wellbeing of our staff and volunteers is the provision of the ‘Health Assured’ 24/7 staff assistance programme. A free to access service that provide counselling services that covers a wide range of Wellbeing and mental health support to get us through life’s issues, problems, and worries.

Signed

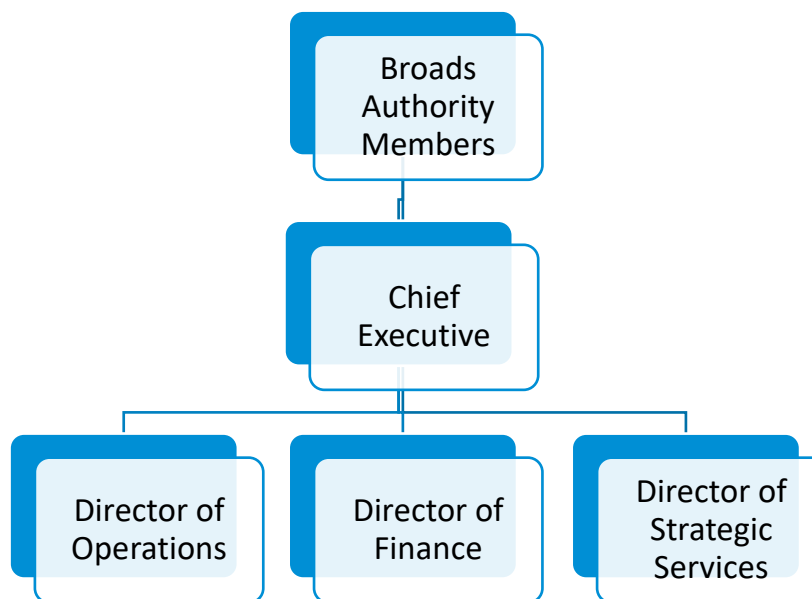
Date

2. Organisation and responsibilities

2.1. Introduction

The Broads Authority's management structure consists of a management team consisting of three directors who report to the chief executive. The Chief Executive is responsible for the health, safety, and welfare of employees at work, members of the public, and others who may visit the Broads Authority facilities.

Figure 1: Organisational Chart



2.1.1. Corporate Manslaughter and Corporate Homicide Act 2007 (CMCH)

The Corporate Manslaughter and Corporate Homicide Act 2007 is a landmark in law. For the first time, companies and organisations can be found guilty of corporate manslaughter because of serious management failures resulting in a gross breach of a duty of care.

The Act, which came into force on 6 April 2008, clarifies the criminal liabilities of companies including large organisations where serious failures in the management of health and safety result in a fatality.

“The Management Team plays a significant role in deciding how the whole or substantial part of its activities will be managed or organised. In addition to The Management Team, this may cover those who play a significant role in management responsibilities for setting and monitoring workplace practices, e.g., operational managers alongside strategic decision makers.”

A duty of care can arise from the organisation’s role as an employer, occupier, supplier of goods or services, constructor or maintainer, or keeper of any plant, vehicle, or other thing.

The Broads Authority's Chief Executive and Directors are called Senior Managers for CMCH. In turn, they will define what posts will be designated as “Senior

Management” regarding health and safety management when allocating responsibilities in procedures.

2.1.2. Responsibilities for Health and Safety at Work

The Health and Safety at Work Act 1974 Section 2 (1) states:

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.”

2.1.3. Broads Authority

The Members of the Broads Authority are responsible for ensuring that the Chief Executive is adequately resourced and supported in achieving compliance with the legal requirements of the Health and Safety at Work Act 1974 and its regulations.

2.1.4. Chief Executive

The Chief Executive has overall responsibility for the implementation of this policy. They will ensure adequate resources are available and managers and employees are adequately trained to implement the policy. They will ensure managers can access professional health, safety, and welfare advice. Apart from their service area responsibilities, the Chief Executive delegates the policy performance to the Directors. Due to the varying complexities of the Broads Authority operations, the Directors are further tasked by the Chief Executive to address the aspects of the policy relative to their service by developing and maintaining documented procedures for their service areas. The procedures will demonstrate how Directors are complying with their duties under the corporate policy. The Broads Authority operates a ‘continuous improvement’ ethos for health, safety and wellbeing

2.1.5. Directors

Directors are responsible to the Chief Executive for successfully implementing the policy within their service areas.

- Directors will set organisational responsibilities and procedures for managing health and safety in compliance with corporate policy within their service area.
- Directors allocate responsibilities by designating senior posts in health and safety management.
- They must ensure that Section Heads, line managers, and supervisors are adequately trained and resourced to enable them to implement their safety procedures.
- They must, in so far as is reasonably practicable, ensure that working conditions within their area of responsibility are safe from risk and are adequately supervised.

- They must ensure that when appointing independent contractors, they are competent concerning health and safety to undertake the work required and that they are, where appropriate, adequately supervised.

2.1.6. Section Heads are responsible for:

- The organisation and supervision of the areas and operations delegated to their control.
- Ensuring that line managers and supervisors under their control are adequately trained and have sufficient knowledge of health and safety legislation to carry out their duties.
- Line managers/supervisors should be given clear instructions for maintaining safe working practices within their area of responsibility.
- They must ensure that procedures are in place to achieve compliance with safe work systems.
- They must ensure that when appointing independent contractors, they are competent concerning health and safety to undertake the work required and that they are, where appropriate, adequately supervised.
- They must determine the frequency of formal inspections of work areas and the responsibilities for carrying out these inspections. Such assessments should be carried out at a minimum of six monthly.

2.1.7. Head of Safety Management

The Head of Safety Management is the Authority's designated health and safety coordinator. As such, they have direct and immediate access to the Chief Executive, Management Team and, should they consider it necessary, Members of the Authority to raise health and safety issues or concerns. Responsibilities of the Head of Safety Management include:

- to advise on and coordinate all aspects of the Authority's health and safety policy.
- to implement adequate procedures to ensure that the Authority complies with all health and safety legislation.
- Implement adequate procedures to ensure that all staff and volunteers know their health and safety responsibilities and that arrangements are in place to ensure these are adequately fulfilled.
- In conjunction with line managers, ensure that staff and volunteers receive adequate health and safety information and training, particularly in undertaking risk assessments and identifying preventative, protective, and control measures.

- in conjunction with the Safety Committee to ensure that safe systems and working practices are in place to minimise the risk of personal injury, fire, property damage or hazards to health, and as far as possible to monitor their effectiveness once installed.
- Carry out inspections and audits of workplaces/vessels and services.
- Monitor accident reports, carry out accident and incident investigations and report to the Health and Safety Executive as required.
- Monitor and review the 'authorities' Safety Management Systems as required under the Port Marine Safety Code.
- Liaise with external agencies as required, e.g., the Health and Safety Executive, the Maritime and Coastguard Agency, the Maritime Accident Investigation Branch, the Fire and Rescue Department, and local authorities.
- Produce codes of practice and guidance in reaction to new legislation, reviewing and, where necessary, updating existing codes of practice and guidance.
- Promote a proactive H&S culture in the Authority to minimise risks from harm.
- Ensure that the Authority's Health and Safety Policy is reviewed at regular intervals and amended as necessary; and
- Chair and advise the Authority's Safety Committee on health and safety matters within the workplace.

2.1.8. Line Managers and Supervisors

Line Managers and Supervisors are responsible for:

- Ensuring that safe working methods are observed and adopted by staff and volunteers under their control.
- Ensuring that risk assessments are carried out and acted upon.
- Ensuring that staff and volunteers under their control are informed of health and safety issues, risks and dangers attached to their duties.
- In conjunction with the Head of Safety Management, ensure that staff and volunteers receive appropriate health and safety training.
- Ensure that staff and volunteers are reminded of safe working systems at regular intervals or when changes in knowledge or circumstances may affect the system.

- Ensuring that sufficient supplies of appropriate personal protective equipment and clothing are available for staff and volunteers under their control; and
- Ensure that all contractors and sub-contractors comply with the Health and Safety at Work Act 1974 and its subordinate regulations.

2.1.9. Staff and Volunteers

All staff and volunteers must cooperate with their line managers and supervisors to achieve a healthy and safe workplace. It is also their responsibility to ensure as far as is reasonably practical:

- Their health and safety at work.
- The health and safety of other members of staff and volunteers who work for or in cooperation with them, and the health and safety of others who may be affected by their work, including the public.

All staff and volunteers must operate vehicles, vessels, machinery, plants, and equipment from the designed operator position and according to the manufacturer's operator instructions. Where seat belts are provided, they must be worn unless supported by a risk assessment.

- 2.1.10. All staff and volunteers must report any health and safety problems they cannot rectify immediately to their line manager or supervisor. If a solution is not immediately possible, the line manager or supervisor must report the matter to the Head of Safety Management or the appropriate safety representative.
- 2.1.11. All staff and volunteers must report accidents, property damage, and near misses to their line manager or supervisor immediately or as soon as practicable.
- 2.1.12. All line managers and supervisors must investigate all accidents, damage to property and near misses to determine corrective measures to prevent re-occurrence. Investigations must be completed as soon as possible after the event to ensure the accuracy of the details of the incident and to identify preventative measures.
- 2.1.13. All staff and volunteers are expected to actively participate in the continuous improvement programme by reporting safety observations.

2.2. The Safety Committee

2.2.1. The Safety Committee aims to ensure that the Authority's safety policy is implemented effectively, that safety standards are maintained, and that health and safety at work are discussed in a forum.

2.2.2. The objectives of the Committee are:

- to prevent accidents at work.
- to promote a proactive H&S culture.
- to ensure compliance with statutory requirements.
- to maintain and develop measures to ensure the health and safety of employees and volunteers and to check the effectiveness of such measures.
- to arrange safety education and training to ensure the effectiveness of the Authority's policies; and
- to ensure a consistent approach to health and safety matters insofar as possible and appropriate.

2.2.3. The Committee will be chaired by the Head of Safety Management and comprised of management, employee, and trade union representatives appointed by the Safety Representatives and Safety Committee Regulations.

The membership will be drawn up where possible to ensure that it is well-balanced and has adequate representation across all directorates, particularly in operational (field) areas.

2.3. Safety Representatives

These are employees appointed as Health and Safety Representatives by their trade union to promote and monitor health and safety standards in the workplace. They are accountable to their Trade Union for their responsibilities, as defined in the Safety Representative and Safety Committee Regulations 1977 (Sections 3.4 & 3.5).

The role of safety representatives is as follows:

- to actively encourage staff and volunteer participation in developing safe working practices.
- to act as a link between staff and volunteers and the Head of Safety Management in respect of health and safety matters; and
- to bring to the attention of the appropriate line manager or supervisor, and if necessary to the Head of Safety Management and Safety Committee, any working arrangements or practices which may not be safe or according to the Authority's policies or codes of practice.

3. Organisational Arrangements for Implementing the Policy

3.1. Management of Health and Safety at Work

The Management of Health and Safety at Work Regulations 1999 places general duties on employers and the self-employed, designed to improve health and safety management. The main drive of this legislation was to improve the identification and assessment of risk, formulate preventative and protective measures, and disseminate relevant information, instruction and training to all appropriate employees, volunteers, contractors and non-employees.

These regulations are accompanied by approved codes of practice, which provide practical guidance on applying the various requirements. Failure to comply with the provisions of these approved codes of practice is not an offence. Still, any such failure may be viewed by a criminal proceeding as proof that the regulations or sections of the Health and Safety at Work Act 1974, to which these provisions relate, have been contravened.

3.2. Risk Assessment

3.2.1. The management of Health and Safety at Work Regulations 1999 imposes wide-ranging responsibilities on the Authority, including the requirement to assess the risk to health and safety to employees and others arising out of the Authority's undertaking. The concept of risk assessment is fundamental to how health and safety at work are managed.

3.2.2. Risk assessments will be carried out at all workplaces, plant, equipment and vessels and on all activities the Authority organises. They will be carried out using a team approach, involving employees familiar with the work areas and, where appropriate, consulting with their line manager.

3.2.3. An assessment of risk is a careful examination of what, in the working environment and working practices, could cause harm to people, including employees themselves, so that they can evaluate if they have taken enough precautions or should do more to prevent harm. It can be summarised in the following simple steps:

- identify the hazard associated with the workplace or work activity;
- evaluate the risks arising from the hazard;
- decide who might be harmed by the activity;
- decide whether existing precautions are adequate or whether more needs to be done (about the likelihood of the hazard occurring and the severity of harm);
- record any significant findings; and

- review the assessment at least annually and on any occasions when new equipment or working practices are introduced or when new/updated/ revised legislation, Codes of Practice, or industry guidance is issued.

3.2.4. Following the identification of hazards, further control measures may be required. A standard of control will be achieved through codes of practice, generic risk assessments, safe systems of work, site-specific risk assessments, and method statements.

3.3. Control, Monitoring and Review

3.3.1. The Management Team must ensure that line managers and supervisors regularly monitor the application of preventative and protective measures applicable to the tasks undertaken and under their control and that a positive system is identified and followed to correct omissions immediately.

3.3.2. Risk Owners will monitor and review the systems and working practices, including re-assessing the risks and preventative and protective measures where appropriate. They will advise on any amendments or improvements to these that are considered necessary. Changes will be brought to the attention of the Head of Safety Management and the Safety Committee.

3.3.3. Risk assessments must be reviewed:

- When there is reason to believe that they are no longer valid for the activity they refer to.
- Whenever the work activity changes, or new procedures are proposed.
- To be reviewed at least annually.
- As part of any accident or incident, ensure that the risk assessment is suitable and sufficient and that the cause of the accident or incident is addressed.
- Maternity risk assessments should be reviewed periodically during maternity to identify potential changes.

3.4. Codes of Practice

3.4.1. Without detracting from managers' and supervisors' primary responsibility to ensure safe and healthy work conditions, the Authority will endeavour to provide competent technical advice on safety and health matters where necessary.

3.4.2. Where risk assessments have identified issues that have a corporate impact, the Authority's policy is to produce Codes of Practice to address these issues.

3.4.3. Broads Authority Codes of Practice:

- Risk Assessment

- Use of Lifejackets
- Reporting of Incidents, Diseases or Dangerous Occurrences (RIDDOR)
- Sharps
- Electricity at Work
- Hand Arm Vibration
- Control of Substances Hazardous to Health (COSHH)
- Respiratory Protective Equipment
- Noise

3.4.4. The Head of Safety Management is the Authority's coordinator and is responsible for ensuring that the codes of practice are made available to relevant staff. Managers circulate these to all staff as appropriate and place them on the Authority's Intranet for easy access.

3.5. Training

- 3.5.1. The Head of Safety Management and line managers are responsible for ensuring that all employees and volunteers receive adequate and appropriate training in health and safety matters relating to their job function.
- 3.5.2. All employees and volunteers will receive appropriate health and safety training as part of their induction, which will be included in any corporate induction programmes organised by the Authority.
- 3.5.3. As a minimum requirement, all field staff shall undertake health and safety awareness training to ensure that they understand health and safety issues and raise awareness of what is required of them while at work. This training will include preparing risk assessments.
- 3.5.4. This will be supplemented by specialist training for staff who need it to do their jobs safely.
- 3.5.5. The Authority has set the following minimum standards for health and safety at work training by its staff and volunteers:
- All induction training and courses will include references to workplace health and safety issues.
 - All safety representatives and volunteers working in the field must undertake health and safety awareness training.
 - All staff and volunteers working in the field must undertake first aid at work training.
 - All staff and volunteers working in the field must undertake manual handling training.

- All staff and volunteers required to operate vessels less than 24m long, including those whose duties involve operating one of the Authority's public boat trips, must hold an RYA Level 2 Power Boat qualification.
- All staff and volunteers who operate vessels over 24m long must hold a Boatmasters' Licence.
- Officers responsible for fire safety and emergency procedures must have undertaken fire safety awareness training.
- Workshop machinery and powered tools must be operated by staff or volunteers who have undertaken appropriate training and are authorised to use the equipment by the relevant line manager or supervisor.
- Pesticide spraying must be carried out by certified users who have obtained PA1 and PA6 certificates.
- Only certificated users must operate forklift trucks, telescopic handlers and excavators.
- Only certified users must operate cranes and lifting equipment.

3.6. Managing Contractors and Subcontractors

- 3.6.1. Officers appointing contractors have a health and safety duty to appoint competent contractors; competency not just in the contractor's capability to complete the contracted work to an acceptable standard but also to do the work in compliance with relevant health and safety legislation, not just for their employees but those of the Authority's as well as any other parties who might be affected by the works, e.g. members of the public.
- 3.6.2. Arrangements ensure that they are acquainted with and adhere to the Authority's Safety Policy and other procedures or special instructions that may be relevant to specific operations. Work is monitored periodically for safety and quality purposes. Where appropriate, a formal record of checks should be carried out and retained.
- 3.6.3. Officers appointing contractors should, as a minimum:
- Check the contractor's Health and Safety Policy.
 - Ensure that the contractor submits risk assessments for the work and method statements/Safe Systems of Work, where relevant.
 - Carry out an initial site induction to inform the contractor of any risks relevant to the works (for example, asbestos, working on or near water, or the presence of other contractors or works on site), ensure that they are aware of fire and emergency procedures, and consider the effect their work may have on our operations.

3.7. Construction Design and Management Regulations 2015 (CDM)

3.7.1. Where the Authority may become involved in construction projects. These regulations place duties upon clients, designers, and contractors to ensure that health and safety are coordinated and managed effectively throughout all stages of a construction project, from conception, design, and planning to the execution of works on site and subsequent maintenance and repair.

3.7.2. The critical points of the regulations are as detailed below:

The regulations' definition of 'Construction Work' is broad and includes construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration, or other maintenance and demolition. A construction site is any place where construction work is carried out.

Step One

All projects must have:

- workers with the right skills, knowledge, training and experience;
- contractors provide appropriate supervision, instruction, and information, and,
- a written construction phase plan.

Step Two

a) Projects involving more than one contractor must follow step 1 above plus:

- a principal designer and principal contractor must be appointed; and,
- need a health and safety file.

b) When work is scheduled to:

- last longer than 30 working days; and
- have more than 20 workers working simultaneously at any project point;
- OR exceeds 500-person days.

Then, the project must follow steps 1 and 2 above, and the client must notify the HSE of the project.

3.7.3. Directors must ensure that officers appointed to manage construction projects are competent to undertake the responsibilities required by these regulations.

3.8. Reporting and Investigation of Accidents and Dangerous Occurrences

3.8.1. Introduction

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013 legally obliges employers to report specific categories of injuries, diseases, and dangerous occurrences to the Health and Safety

Executive (HSE). Additionally, it is the 'Authority's' policy that all accidents/incidents, however slight, be reported through Line Managers/Supervisors to the Head of Safety Management.

3.8.2. **Procedure for reporting accidents/incidents**

Every accident must be reported to the immediate supervisor or line manager as soon as possible and, in any event, by the end of the working day. Specified Injuries (Major) or dangerous occurrences must be notified to the Head of Safety Management immediately. The report must be recorded in the Accident Book, followed up by the completion of the Accident Investigation Report by a supervisor or line manager, and sent to the Head of Safety Management. The exact process should be followed when an accident involves a member of the public arising from or in connection with an activity carried out by the Authority. If the degree of injury or type of accident warrants it, the Head of Safety Management will investigate and compile a report to the relevant Director. The Safety Committee's role is to discuss all accidents, incidents, and safety observations to ensure they have been investigated thoroughly and that satisfactory controls have been introduced. It should be noted that the primary objective of investigating any accident is not to levy blame but to prevent a recurrence.

3.8.3. **Reportable accidents**

A summary of the categories and reporting requirements for reportable accidents are:

Death or Specified (Major) injury at work

a) Deaths

All deaths to workers and non-workers, except suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

b) Reportable Specified (Major) injuries are:

- fractures other than to fingers, thumbs and toes.
- any injury likely to lead to permanent loss or reduction in sight.
- any crush injury to the head or torso causing damage to the brain or internal organs.
- severe burns (including scalding) which:
 - covers more than 10% of the body.
 - causes significant effects on the eyes, respiratory system or other vital organs.
- any scalping requiring hospital treatment.

- any loss of consciousness caused by head injury asphyxia.
 - any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heart-induced illness.
 - requires resuscitation or admittance to hospital for more than 24 hours.
- c) Over-seven-day incapacitation of a worker
Accidents must be reported where they result in an employee or self-employed person being away from work or unable to perform their regular work duties for more than seven consecutive days due to their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.
- d) Over-three-day incapacitation
Accidents must be recorded but do not need to be reported where they result in a worker being incapacitated for more than three consecutive days.

3.8.4. **Notification of Death, Specified Injuries or Non-Employee Injury**

There is a duty to notify the HSE as soon as possible and to make a formal notification within ten days. In these cases, the relevant Line Manager or Supervisor will inform the Head of Safety Management without delay and give sufficient detail to allow a report to be made. In the absence of the Head of Safety Management, it will be the responsibility of the relevant Head of Service or Director to notify the HSE by telephone to the Incident Contact Centre on 0845 300 9923 (Opening hours for the ICC are Mon-Fri 8:30 – 5 pm). If the requirement to make a notification arises outside of the opening hours of the ICC, telephone notification must be made as soon as possible. In addition, the Head of Service or Director must ensure the Head of Safety Management is informed of all the relevant details.

Any telephone notifications must be followed up by a formal report within ten days of the incident. The report can be made by going to www.hse.gov.uk/riddor.

3.8.5. **Reporting of Over Seven Days Injuries**

In addition to the injuries and conditions listed in 3.8.3, any other accident where an employee is incapacitated from normal work for more than seven consecutive days must be subject to a formal report to the HSE within 15 days. The Head of Safety Management is responsible for this reporting.

3.8.6. **Reporting of Dangerous Occurrences**

Certain dangerous occurrences in Schedule 2 of RIDDOR must be reported by the Head of Safety Management, immediately to the HSE, followed by a written

report on the prescribed form within ten days. In the absence of the Head of Safety Management, the Director of Operations will fulfil the reporting needs. The detailed list highlights from the schedule that could be relevant to the 'Authority's' activities.

- a) The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- b) Explosion of or collapse of any boiler or closed vessel in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of a person.
- c) Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:
 - results in the stoppage of the plant involved for more than 24 hours, or
 - causes a significant risk of death.
- d) Plant or equipment encountering overhead power lines.
- e) The accidental release of any substance which could cause injury to any person.

3.8.7. Occupational Diseases and their Reporting

Employers must report diagnoses of specific occupational diseases that are likely caused or made worse by their work. These diseases include:

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis in the hand or forearm.
- any occupational cancer.
- any disease attributed to occupational exposure to a biological agent.

Human Resources monitors all sickness absence reports and notifies the Head of Safety Management, who will make the necessary reports to the HSE.

3.8.8. Occupational Health Service

The 'Authority' retains the services of an Occupational Health Service that provides advice on all matters relating to occupational health when requested.

It will also, when asked, carry out medical assessments regarding employment and medical surveillance required by health and safety legislation.

3.8.9. **Records**

Records of all specified injuries, diseases, and dangerous occurrences must be maintained and made available to the HSE inspectors, who are kept by the Head of Safety Management. All records must be kept for a minimum of three years.

3.9. **First Aid Arrangements**

3.9.1. **Introduction**

The Health and Safety (First Aid) Regulations 1981 impose a duty on employers to provide adequate first aid for their employees if they are injured or become ill at work.

3.9.2. **The aim of First Aid**

First aid aims to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. First-aid provision must be 'adequate and appropriate in the circumstances. This means that sufficient first-aid equipment, facilities and personnel should always be available, taking account of alternative working patterns, to:

- Give immediate assistance to casualties with common injuries or illnesses and those likely to arise from specific hazards at work.
- Summon an ambulance or other professional help.

3.9.3. **Assessment of First Aid Needs**

An employer should assess first-aid needs appropriate to each workplace's circumstances (hazards and risks).

3.9.4. **Limitations to First Aid**

- First Aid does **not** include the treatment of minor illnesses involving administering tablets or medicines of any description for whatever reason, i.e. headaches. Consequently, no medication can be held in first aid kits.
- EPIPENS are often carried by children and adults to treat allergic reactions. They are for personal administration, not by First Aiders.

3.9.5. **First Aiders**

A 'first aider' is a person who has undergone recognised training and obtained a certificated qualification.

4. Port Marine Safety Code & Marine Safety Management Plan.

4.1. Port Marine Safety Code

[Port Marine Safety Code \(broads-authority.gov.uk\)](https://www.broads-authority.gov.uk)

The Government published the Port Marine Safety Code (PMSC) in March 2000. It establishes an agreed-upon national standard for port marine safety and formalises the duties and responsibilities for safety and environmental protection within UK ports and harbours. The Code applies to all harbour authorities, and compliance is not optional.

The Code requires that all harbour authorities base their powers, policies, plans, and procedures on a Formal Safety Assessment (FSA) and maintain a Safety Management System to control the identified risks to a level as low as reasonably practicable (ALARP).

The Broads Authority (Pilotage Powers) Order 1991 confirms that the Broads Authority is a “Competent Harbour Authority” as defined in the Pilotage Act 1987. As such, the Broads Authority falls under the Port Marine Safety Code requirements.

Unlike a port, the Broads Authority is designated a “Special Statutory Authority”, affording the same level of protection as National Park status but with tailor-made legislation relating to navigation. The Authority, therefore, manages the navigational duties and powers of a harbour authority along with the conservation and recreational duties and powers of a National Park authority. The Norfolk and Suffolk Broads Act 1988 set out these duties and powers.

4.2. Marine Safety Management System (SMS)

The [Safety Management System](#) (SMS) is an overarching document that links to the plethora of policies, legislation, guidance, and processes that comprise the Broads Authority safety management system. Because not all Port Authorities and Marinas are the same, each Authority requires an SMS to describe how they comply with the guidance set out in the Port Marine Safety Code.

Responsibility for risks is another critical item within the SMS that has been picked out and praised explicitly by the auditors in the Executive Structure section. This section sets out how corporate responsibility for safety within the Authority works, and it mirrors the structure detail within this policy, providing details of a top-down approach and identifying key roles that have responsibility for safety and how they link back to the corporate structure. (*Chief Executive, Director of Operations, Head of Safety Management, Head of Ranger Services and the link back to Broads Authority board members and the thread throughout the organisation*).