

# Broads Authority

25 September 2020

Agenda item number 15

## Annual safety audit 2019/2020

Report by Head of Safety Management

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### Purpose

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

### Recommendations

- (i) To note the priorities for action on internal health and safety for the coming year, which are to:
    - (a) Continue the promotion of the safety reporting system to help 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; and
    - (c) Continue monthly health and wellbeing communications with staff and volunteers.
  - (ii) To note the Annual Marine Incident Statistics.
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## 1. Health and Safety Annual Report

- 1.1. A focus on health and safety is always a high priority for the Broads Authority, given 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. The health and safety of our staff is also of high importance, due to their working environments and the use of heavy plant and equipment. The first health and safety annual report was presented to the Authority in May 2012, and the report for 2019/20 is at Appendix 1.
- 1.2. 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. The pressure remains for ongoing improvement, and it is recognised that continued resourcing and commitment at all levels is needed to improve the overall safety performance and culture in future years. The health and safety focus in 2020/21 will be on housekeeping, supervision and employee hazard awareness.

- 1.3. At the end of March 2020, we were faced with the Covid-19 (C-19) pandemic. We quickly assessed the risks and put C-19 secure control measures in place to protect our employees, in line with the current Government legislation and guidelines. By introducing safe systems of working, operational field-based activities were able to continue, and it was business as usual for office-based staff who relocated to work from home. All our staff have adapted quickly and well, and we have maintained business continuity as well as staff and volunteer safety.

## 2. Annual Marine Incident Statistics

- 2.1. It is with great sadness that we report the tragic loss of life of a holiday maker, from a hire boat on the river Bure at Great Yarmouth, on Wednesday 19 August. The BA staff and volunteers at Great Yarmouth Yacht Station acted swiftly and professionally in dealing with the incident, and by their actions and those of the Ranger Team, the emergency services were on the scene within minutes. The MAIB and Police are carrying out investigations and we have offered our services if required.
- 2.2. Appendix 2 gives details of the main incidents reported during the period April 2019 to March 2020, including an analysis of deaths and personal injury since 1993. When considering 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.
- 2.3. The Authority has continued to highlight the message of personal responsibility for safety in its publications and encourage boaters to take a more proactive role by becoming better informed and wearing lifejackets at critical times. Reports from officers have indicated that this year has seen a noticeable increase in the number of boaters seen wearing lifejackets, particularly on hire boats, but this is balanced by near misses where people not wearing lifejackets fell into the water.
- 2.4. Notable points are:
  - Boat fires continue to remain at a low level, as in previous years.
  - There were three incidents from vessels resulting in fatality. Two deaths were from drowning and the other was likely to be a result of natural causes.
  - The majority of incidents requiring hospital treatment continue to be attributed to embarkation and disembarkation.
  - Total incidents are slightly down from the previous year. This might be due to C-19 lockdown restrictions preventing hospitality businesses from operating and people travelling to holiday or second homes.
- 2.5. Incidents can be reported online at <https://www.broads-authority.gov.uk/contact-us/reporting-an-incident>.
- 2.6. Through the Boat Safety Scheme (BSS), the Authority recently introduced the requirement for boats with accommodation to have a Carbon Monoxide (CO) alarm

fitted. This follows the tragic deaths from CO of two people on the Broads in 2016. The BSS and the Authority will continue to raise awareness of the hazard, and leaflets and a communications campaign have been developed jointly by the Council for Gas Detection and Environmental Monitoring and the BSS.

- 2.7. Rangers continue to brief boaters on the dangers and effects of CO to help raise awareness of the hazard and the signs of CO poisoning, as well as keeping a stock of CO alarms for sale.

Author: Linda Ibbitson-Elks

Date of report: 21 August 2020

[Broads Plan](#) objectives: 4.3

Appendix 1 - Annual Health and Safety Report 2019/20

Appendix 2 - Annual Marine Incident Statistics

## Appendix 1 - Annual Health and Safety Report 2019/20

The Broads Authority's commitment to employee health and safety and its arrangements for management and delivery are set out in the Health and Safety Policy, published on the Authority's intranet and communicated to all staff. Supporting policies have been developed for the management of specific hazards. All hazards encountered by our employees, volunteers and the public are risk assessed and a series of generic risk assessments have been developed. Task risk assessments are completed and specific Covid-19 risk assessments have been completed for work sites, Authority premises and vessels.

### Training

Health and safety training in 2019/20 included:

- Brush Cutter & Clearing Saw
- First Aid
- RYA VHF Radio
- RYA Powerboat Level 2
- NCC Driving for Work

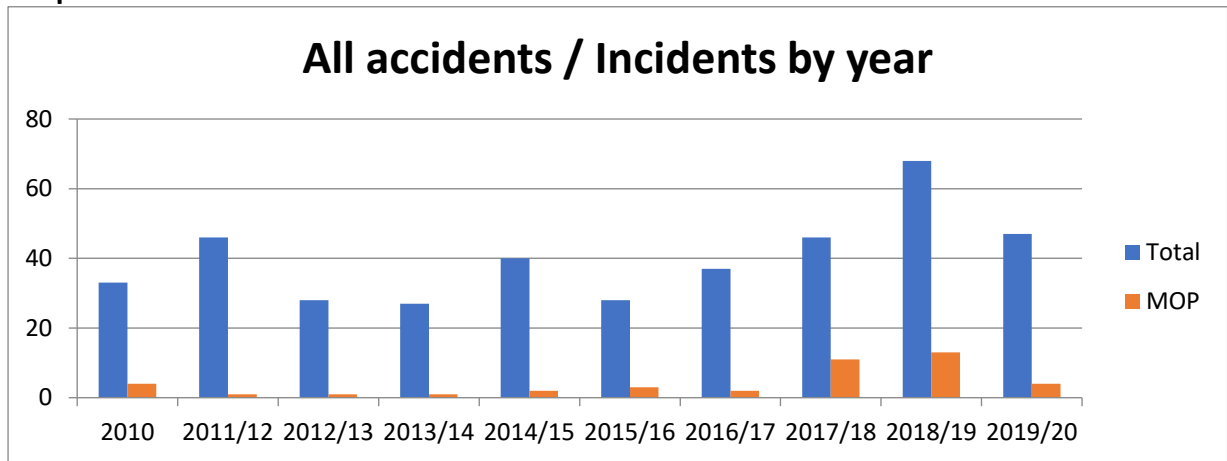
All training that could not be done online was cancelled due to Covid-19 and deferred to later in the year or when the Government eases the lockdown restrictions to allow training to continue.

The main activity in the last year has been the rollout to all staff of the new online health and safety courses, provided by the Electronic Learning Management System (ELMS). The use of this online training with a wider range of material is now available through the National Parks Partnership.

### Accident information

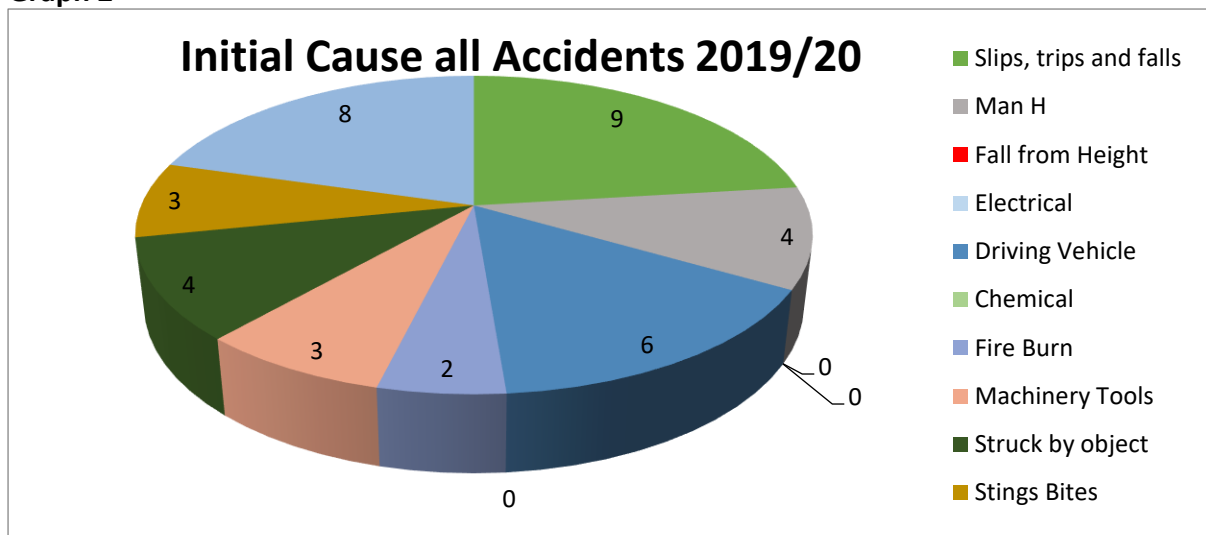
Graph 1 below shows the number of accidents reported over the last ten years, a total of 363 with an average of 30 per annum. The total number of incidents for this year is 47, significantly lower than last year (68). This is positive and demonstrates that the Authority continues to promote health and safety awareness.

**Graph 1**



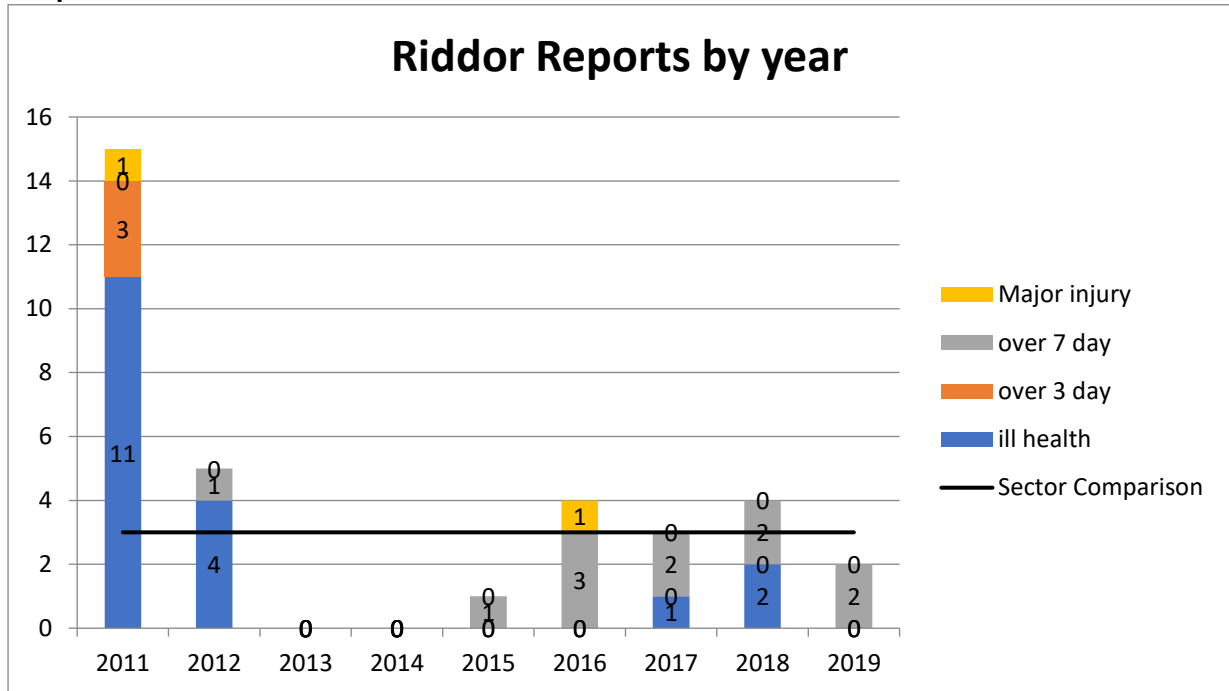
Graph 2 below shows the nature of the accidents for 2019/20, which are in line with previous years in terms of cause and incidence. The increase in vehicle driving incidents highlighted in last year’s report (17) is significantly lower this year (6). This indicates that ‘Driving for Work’ awareness training has helped to reduce the number of incidents.

**Graph 2**

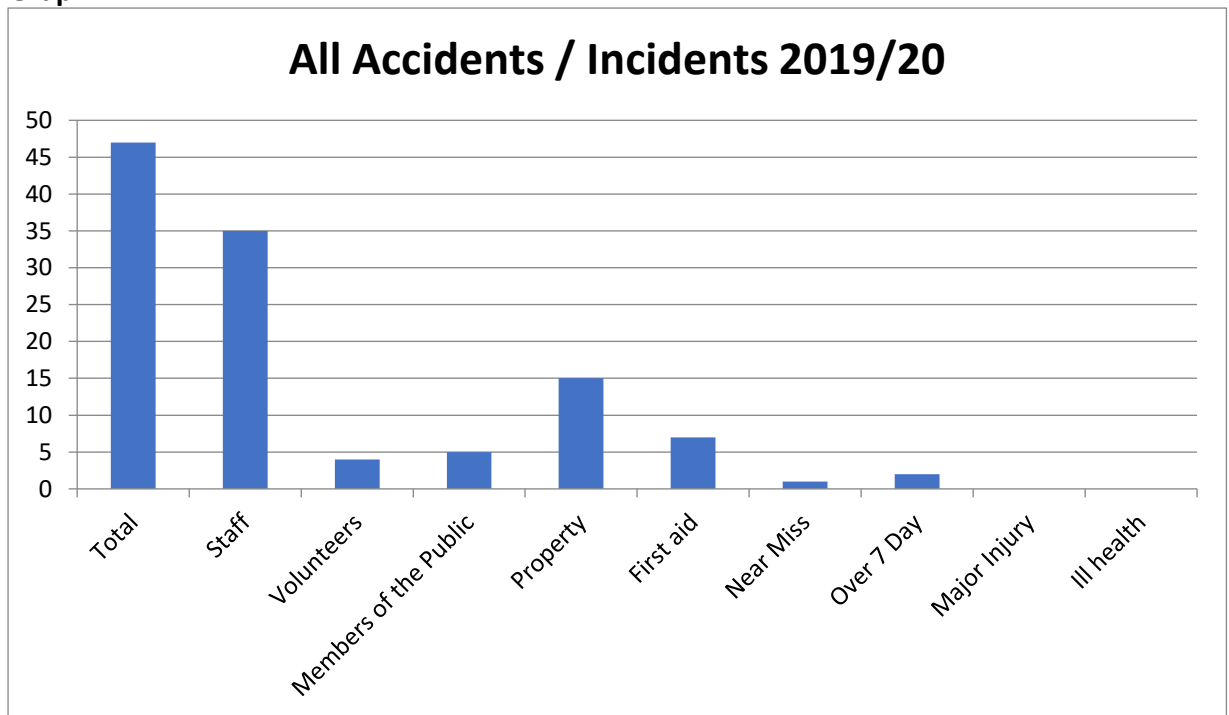


Graphs 3 and 4 below breaks down the figure of 47 reported incidents for the period from 1 April 2019 to 31 March 2019 based on the definitions in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), which represents incidents notified to the Health and Safety Executive.

**Graph 3**



**Graph 4**



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

### Accident Incidence Rate (AIR)

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 who encounter similar

hazards in their operations. 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. With only two RIDDOR reports this year, the Authority is below the sector average.

## Near miss and safety observations

Staff made 74 safety observations over the reporting period. Of these, 43 were cited as opportunities for improvement, 9 near misses and 4 examples of good practice. We intend to continue promoting the reporting of safety issues, as they form the basis of near miss reporting that in turn will begin to drive down the accident figures as corrective and preventative measures are implemented.

## Health and Safety Committee

During 2019/20 the Safety Committee worked on a range of issues, notably the revision of all generic risk assessments, reviewing accidents investigations, and progressing audit actions. Work is also being carried out for the introduction of a new code of practice for Noise at Work. Following the review of the annual accident statistics, it was recommended that work for the forthcoming year should focus on the following areas:

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

## Proactive measures

Through its Employee Assistance Programme, the Authority provides advice and support to its staff, delivered by the independent provider 'Insight'. The programme includes:

- Unlimited access to Insight Wellbeing at Work's 24-hour 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

The Authority also provides health surveillance through occupational health providers for 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.

## Appendix 2 - Annual Marine Incident Statistics

The reporting period is from 1 April 2019 to the end of March 2020. The report is limited to the Broads Authority's executive area of marine responsibility. Notable incidents are listed below.

**Table 1**

Summary of incidents reported

2019	Incident Details	Hazard Log Category
2/4	Transferred to hospital from vessel at St Olaves	Medical
7/4	Transferred to hospital from vessel at Loddon	Fatality
9/4	Fell from vessel at Great Yarmouth. Assisted out.	Fallen in
11/4	Transferred to hospital from vessel at Ludham	Injury
12/4	Transferred to hospital from Martham Boats	Injury
12/4	5 persons assisted from water at Potter Heigham after yacht capsize	Fallen in
13/4	Transferred to hospital from vessel at Hoveton	Medical
21/4	Transferred to hospital from vessel at Wayford Bridge	Medical
21/4	Fell and suffered injury at Cantley moorings	Embarkation/Disembarkation
30/4	Fell in water from dayboat at Oulton Broad	Fallen in
4/5	Fell from hire cruiser at Acle	Fallen in
5/5	Transferred to hospital following collapse on hire boat	Medical
6/5	Fell in river while intoxicated at Norwich	Fallen in
10/5	Male jumped in river at Great Yarmouth to escape police	Jumped in
12/5	Fell in from dayboat while intoxicated	Fallen in
14/5	Injured by sailing boat mast at Ludham Bridge	Injury
14/5	Transferred to hospital from Upton	Medical
19/5	Fell while mooring at Womack	Embarkation/Disembarkation
21/5	Leg injury after falling from dayboat at Reedham Ferry	Embarkation/Disembarkation
22/5	Injured shoulder while mooring at St Benets	Embarkation/Disembarkation



<b>2019</b>	<b>Incident Details</b>	<b>Hazard Log Category</b>
24/5	Transferred to hospital from Reedham Quay	Medical
1/6	2 persons fell in at Great Yarmouth while intoxicated	Fallen in
7/6	Male fell in while mooring at Reedham	Embarkation/Disembarkation
9/6	2 persons transferred to hospital following bridge strike at Great Yarmouth	Injury
12/6	Male fell while mooring at Hoveton	Embarkation/Disembarkation
22/6	Male fell from dayboat while intoxicated. Suffered injury	Fallen in
26/6	Male jumped in at Norwich. Transferred to hospital	Jumped in
8/7	Male fell in from vessel at Somerleyton	Fallen in
18/7	Body recovered from river at Great Yarmouth	Fatality
25/7	Female and dog fell in at Norwich. Not injured	Fallen in
3/8	Female jumped in at Norwich	Jumped in
3/8	Female injured stepping on to dayboat at Salhouse	Embarkation/Disembarkation
7/8	Transferred to hospital from vessel at Somerleyton	Medical
8/8	Male injured when fell on hire boat	Injury
13/8	Male fell from boat at St Benets	Fallen in
16/8	Male fell from boat at St Benets	Fallen in
26/8	Engine fire on private vessel at Oulton Dyke. Extinguished, no injuries	Fire
30/8	Male fell on private boat at Loddon, transferred to hospital	Injury
6/9	Female jumped in at Wroxham. Mental health issues	Jumped in
7/9	Female fell from boat at Reedham Quay	Fallen in
8/9	Female injured while sailing. Transferred to hospital	Injury
8/9	Male injured when fell on hire boat at Oulton Broad	Injury

<b>2019</b>	<b>Incident Details</b>	<b>Hazard Log Category</b>
15/9	Male fell in and injured while leaving moorings at Womack Dyke. Transferred to hospital	Embarkation/Disembarkation
24/9	Transferred to hospital following fall on boat	Injury
26/9	Female injured while boarding boat at Thurne	Embarkation/Disembarkation
28/9	Female injured after falling in while mooring at Ranworth	Embarkation/Disembarkation
9/10	Female injured disembarking dayboat at Reedham	Embarkation/Disembarkation
21/10	Female fell in while mooring at Reedham	Embarkation/Disembarkation
28/10	Child rescued after falling off vessel at Thorpe	Fallen in
13/11	Female pushed into river at Sutton staithe	Pushed in
29/11	Female jumped in river at Wroxham	Jumped in
1/12	Female jumped in river at Wroxham	Jumped in
31/1	Body of female found in river under Breydon Bridge	Fatality
17/3	Male injured on hire cruiser near Wayford Bridge	Injury

## Analysis of death/injuries since 1993

Death	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
No of deaths on or from boats	2	2	3	1	1	3	2	1	3	2	6	0	0	2	0	0	0	2	4	2	0	2	1	5	1	2	1
Reported deaths not related to boating	1	3	4	-	2	1	4	4	2	3	1	0	7	2	1	1	3	3	3	8	2	5	4	2	1	2	2

Cause of death	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Severe injury	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Heart Attack	0	2	0	0	0	0	1	1	0	1	0	0	0	1	0	1	2	2	1	5	0	1	1	3	1	1	1
Drowning	0	1	2	1	0	4	5	1	3	3	5	0	4	3	0	0	0	1	3	2	0	5	3	0	0	3	2
Asphyxiation/CO poisoning	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0
Terminal Illness																			1	0	0	0	0	0	0	0	0
Not Known	0	2	4	0	2	0	0	1	0	0	2	0	3	0	1	0	1	2	2	0	0	1	0	2	1	0	0
Reports of people inadvertently entering in the water <sup>1</sup>	0	0	3	2	4	8	2	5	1	4	15	16	12	23	29	17	34	20	17	18	12	22	19	21	12	23	17
No of persons reported as requiring hospital treatment	0	0	0	9	8	7	9	8	7	7	18	2	4	13	12	11	22	30	17	15	19	14	13	30	36	49	33

<sup>1</sup> 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

Nature of injuries	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Head	0	0	2	0	4	1	3	2	1	1	1	1	3	1	1	5	3	3	1	3	3		2	7	3	4	5
Arm/hand	0	0	2	1	6	0	0	1	3	1	1	1	0	1	6	4	1	4	4	2	4	1	0	3	4	6	7
Leg/foot	0	0	3	5	4	2	4	1	2	2	2	2	1	3	7	5	7	8	3	6	4	3	4	9	8	8	11
Torso, ribs, chest, back	0	0	1	0	2	0	1	4	1	1	2	0	1	4	3	0	2	4	2	0	2	2	2	1	5	8	2
Not described	0	0	1	1	0	0	0	0	0	0	10	2	1	4	0	0	8	10	2	2	5	1	4	6	12	13	8
Asphyxiated/C O poisoning	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0	0	4	0
Burns/Scalds	0	0	0	1	1	4	1	1	0	2	1	0	0	1	1	0	1	2	1		1	2	0	0	0	0	0
Heart attack																			3	5	1	2	1	5	3	10	1

## Analysis of fire and explosions since 1993

Fire and explosions	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Number of incidents	2	4	7	2	5	4	6	3	4	2	2	0	2	22	8	4	4	3	3	1	1	1	0	2	2	5	1
Vessels involved (Private)	2	3	5	1	3	4	3	2	2	2	1	0	1	18	10	4	2	2	2	1	1	3	0	1	2	5	1
Vessels involved (Hire)	0	0	3	1	2	0	3	1	2	0	1	0	1	4	1	0	2	1	1	0	0	0	0	1	0	0	0
Prime cause LPG	0	0	2	0	0	2	0	1	1	0	2	0	0	0	1	0	0	1	0	0	1	0	0	0	0	0	0
Prime cause Petrol	0	2	2	0	1	1	1	0	0	1	0	0	0	1	2	0	0	0	2	1	0	1	0	0	0	1	0
Prime cause Electrical	1	0	0	0	2	0	0	1	1	1	0	0	1	0	1	2	2	1	1	0	0	0	0	0	1	0	1
Prime cause Other	1	1	3	2	2	1	5	1	2	0	0	0	1	21	4	2	2	1	0	0	0	2	0	1	2	3	1
No of vessels total loss	0	1	3	1	2	0	1	2	2	2	0	0	0	20	6	2	1	0	2	1	0	0	0	0	0	1	2
No of injuries from fires requiring hospital treatment	0	1	2	0	1	3	1	0	0	2	2	0	0	1	1	0	0	2	1	0	1	0	0	0	0	1	0
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	0	0	0	0	0