

# HEALTH & SAFETY POLICY



**May 2025**

**HULL AND GOOLE PORT HEALTH AUTHORITY**  
**HEALTH AND SAFETY POLICY STATEMENT**

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**Statement of Intent**

The Hull and Goole Port Health Authority is committed to maintaining the highest standards of health, safety, and welfare for all employees, contractors, port users, and visitors. Our goal is to prevent accidents, injuries, and work-related illnesses by implementing robust health and safety management systems in accordance with national legislation and best practices.

**2. Our Commitment**

We will:

- Comply with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974.
- Provide and maintain a safe and healthy working environment, including safe systems of work, plant, equipment, and processes.
- Ensure that all employees are adequately informed, trained, and supervised to carry out their work safely.
- Assess and control risks associated with our operations, including port inspection activities, environmental health surveillance, and ship sanitation.
- Maintain emergency procedures for fire, medical incidents, chemical hazards, and maritime health emergencies.
- Regularly review and update our health and safety policies and procedures.

**3. Responsibilities**

- **The Port Health Authority Joint Board** responsibilities are listed in Part 2.
- **The Chief Port Health Officer** is responsible for the implementation and oversight of this policy.
- **Employees and Contractors** have a duty to take care of their own health and safety and that of others, and to report hazards, incidents, or unsafe practices.

**4. Consultation and Communication**

The Chief Port Health Inspector is committed to consulting with staff and stakeholders on matters affecting their health and safety and will ensure that health and safety communication is clear, timely, and effective.

**5. Continuous Improvement**

The Chief Port Health Inspector will monitor performance, investigate incidents thoroughly, and take corrective actions as needed. The aim being to continuously improve our safety culture and health outcomes through regular audits, training, and risk reviews.

S A Johnson  
Chief Port Health Inspector  
May 2025

## PART 2

### **Duties and Responsibilities AUTHORITY MEMBERS**

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Authority Members have a responsibility to comply with the statutory duties imposed under the Health and Safety at Work etc. Act 1974. This includes all duties imposed by regulations made under the above act.

The main duties of Authority Members are through responsibilities delegated to the Chief Port Health Inspector to ensure: -

- a) That the Authority's Statement of Safety Policy is effective, so far as is reasonably practicable, in protecting the health, safety and welfare of all employees and, as necessary, members of the public.
- b) That adequate finance, resources, competent personnel, and facilities are made available to achieve the stated objectives.
- c) That health and safety items receive appropriate attention.
- d) Adequate monitoring of the effectiveness of this policy.
- e) Ensuring that they consider and address any potential health and safety implications of all their decisions before they are taken.
- f) Receiving and considering the Authority's annual report on health and safety performance.

## PART 3

### **Duties and Responsibilities CHIEF PORT HEALTH INSPECTOR**

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The Chief Port Health Inspector is ultimately responsible and accountable to the Authority for the safety of operations performed by the Authority.

In particular, the Chief Port Health Inspector shall: -

1. Be directly responsible for the implementation of the Authority's Health and Safety Policy and for compliance with legal requirements within the Authority, having overall responsibility for the health and safety of employees and of other persons who may be affected by the Authority's activities.
2. Set a personal example at all times with respect to good health and safety practice.
3. The development and continual improvement of the Authority's Health and Safety Policy.
4. Ensure that risk assessments are carried out by competent and trained personnel within the Authority as required by the regulations. Ensure all staff are aware of the risk assessments and that this is recorded.
5. Ensure that all employees in the department are aware of and fulfil their safety responsibilities and where necessary arrange for induction, appropriate training, and the dissemination of relevant information.
6. Ensure that safety and health aspects are considered at the design stage in the development or introduction of new methods, plant, equipment, machinery, materials, or buildings etc.
7. Organise a system to review and action any recommendations arising during normal working practices.
8. Undertake an annual safety inspection of areas directly under the control of the Authority either personally or by a nominated Senior Officer(s) and act accordingly.
9. Convene, where necessary, a panel of enquiry into serious accidents.
10. Arrange to produce Authority accident, violence, and work-related ill health statistics, enabling the main problems to be identified.
11. Arrange joint consultative procedures within the Authority to discuss health and safety matters and either act as Chair or nominate a senior officer.

PART 3

**Duties and Responsibilities**  
**CHIEF PORT HEALTH INSPECTOR**  
**(continued)**

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12. Ensure that a nominated representative(s) is appointed within the Authority to collate and disseminate health and safety information.
13. Appoint a competent person(s) to advise on health and safety matters and record name(s) accordingly.
14. Ensure that the Authority's health and safety policies and procedures are fully implemented.
15. Submit an annual safety report to the Authority.

## PART 4

### **Duties and Responsibilities ALL EMPLOYEES**

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Employees are responsible for carrying out their duties in accordance with the Health and Safety at Work etc. Act, 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation. In this connection the Authority reminds its employees of their duties under Section 7 of the Health and Safety at Work etc. Act to take care of their own safety and that of others, and to co-operate with the Authority to enable it to carry out its own responsibilities successfully.

Furthermore, the following requirements are expected of every employee\*: -

*\*The reference made to employees is a reference to all employed individuals and therefore includes contractors, fixed term workers, employees, trainees, work placement students.*

1. Always set a personal example with respect to good health and safety practice.
2. Carry out assigned tasks and duties in a safe manner in accordance with risk assessments, instructions, training, Authority methods and procedures and comply with safety rules, regulations, and codes of practice.
3. Ensure that visits to ships, ports, wharves, and jetties are completed in accordance with site-specific safety requirements and that all relevant safety inductions and/or instructions/briefings are adhered to at all times.
4. If aware of any unsafe practice or conditions, or if in any doubt about the safety of any situation to consult a senior member of staff.
5. Use the correct tools, equipment and materials for the work and not use any that are in an unsafe condition. Report any defects in equipment to management.
6. Use and not misuse guards, safety devices, and any other equipment provided for safety.
7. Personal protective equipment must be worn where determined by risk assessment or when required to by safety signs at any dock, wharf, jetty, premises etc. Any defects, loss or damage must be reported to a senior member of staff and replaced prior to work recommencing.
8. Take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions. This includes having due regard to the requirements of maternity risk-assessments.
9. Co-operate with the Authority or any other person so far as is necessary to enable any statutory duty or requirement to be performed or complied with safely.
10. 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.
11. Notify the Chief Port Health Inspector/Senior Officer of any matters/shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to health and safety.
12. Report all accidents and incidents to the Chief Port Health Inspector/Senior Officer as soon as possible, whether or not the accident or incident involved personal injury.