

TAY ROAD BRIDGE JOINT BOARD
MONDAY, 3RD MARCH, 2014 AT 10.00 AM
AT COUNTY BUILDINGS, ST CATHERINE STREET, CUPAR

AGENDA OF BUSINESS

1 RESIGNATION OF BRIDGE MANAGER

It is reported that the Bridge Manager has intimated his resignation with effect from 18 May 2014.

The Board is asked to note that the Clerk, Treasurer and Engineer to the Board are making arrangements to fill the post and an Appointments Sub-Committee will be called for that purpose in due course.

2 MINUTE OF MEETING OF 16TH DECEMBER, 2013 - Page 1

(Copy enclosed).

3 ENGINEERING WORKS - Page 3

(Report No TRB5-2014 enclosed).

4 OPERATIONAL RESTRICTIONS AND CLOSURES - Page 7

(Report No TRB3-2014 enclosed).

5 REVENUE MONITORING – TEN MONTHS TO 31ST JANUARY, 2014 - Page 11

(Report No TRB1-2014 enclosed).

6 CAPITAL MONITORING – TEN MONTHS TO 31ST JANUARY, 2014 - Page 15

(Report No TRB2-2014 enclosed).

7 ANNUAL HEALTH AND SAFETY REPORT - Page 19

(Report No TRB4-2014 enclosed).

8 DATE OF NEXT MEETING

Monday, 16th June, 2014 at 10 am, Dundee, Committee Room 3, 14 City Square, Dundee.

At a MEETING of the TAY ROAD BRIDGE JOINT BOARD held at Dundee on 16th December, 2013.

Present:-

Councillors Margaret TAYLOR, Jimmy BLACK, Ken LYNN, Bill CAMPBELL, Tom FERGUSON, Fraser MACPHERSON, Brian THOMSON, Jim YOUNG and Andy HEER.

Councillor Margaret TAYLOR, in the Chair.

I MINUTE OF MEETING OF 16TH SEPTEMBER, 2013

The minute of the above meeting was submitted and approved.

II ENGINEERING WORKS

There was submitted Report No TRB26-2013 by the Engineer advising the Joint Board of the current situation regarding engineering works on the bridge.

The Joint Board noted the position on current progress on various projects.

In addition the Joint Board extended its congratulations to Tay Road Bridge staff in receiving a commendation from the Saltire Society and being shortlisted in three categories of the British Construction Industry Awards, for the Pier Collision Protection Project.

III OPERATIONAL RESTRICTIONS AND CLOSURES

There was submitted Report No TRB24-2013 by the Bridge Manager advising the Joint Board of the number and nature of operational restrictions and closures applied between 1st August, 2013 and 31st October, 2013.

The Joint Board noted the report.

IV REVENUE MONITORING - 7 MONTHS TO 31ST OCTOBER, 2013

There was submitted Report No TRB20-2013 advising the Board of the current monitoring position of its 2013/2014 Revenue Budget.

The Joint Board noted the content of the Revenue Monitoring Report as at 31st October 2013.

V CAPITAL MONITORING - 7 MONTHS TO 31ST OCTOBER 2013

There was submitted Report No TRB21-2013 advising the Joint Board of the current monitoring position of its 2013/2014 Capital Budget.

The Joint Board noted the content of the Capital Monitoring Report as at 31st October 2013.

VI REVENUE BUDGET 2014/2015

There was submitted Report No TRB22-2013 by the Treasurer and Bridge Manager, advising members of the Joint Board on the proposed Revenue Budget of the Tay Road Bridge for the financial year 2014/2015.

The Board approved the 2014/2015 Revenue Budget, as detailed in the report.

VII CAPITAL PLAN 2014/2015 TO 2016/2017

There was submitted Report No TRB23-2013 by the Treasurer seeking the Joint Board's approval of the Capital Plan for the period 2014/2015 to 2016/2017 inclusive.

The Board approved the Capital Plan as detailed in Appendix A of the report, subject to confirmation of grant funding by the Scottish Government.

VIII EMPLOYMENT EQUALITY MONITORING ANNUAL REPORT

There was submitted Report No TRB25-2013 by the Bridge Manager, advising the Board of the results of equality monitoring carried out in accordance with the Board's Single Equality Scheme and reporting on the progress towards meeting the commitments made in the Scheme.

The Board agreed to:-

- (i) note the information contained in Appendix 1 to the report, and
- (ii) approve the publication of the information contained in Appendix 1 on the Tay Road Bridge website.

IX DATE OF MEETINGS 2014

Monday 3rd March at 10 am, Fife
Monday 16th June at 10 am, Dundee, Room 3
Monday, 15th September at 10 am, Dundee, Room 2
Monday, 15th December at 11 am, Dundee, Room 3

The Joint Board resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act.

X NORTHFIELD FARM, NEWPORT-ON-TAY - LAND TRANSFER

There was submitted Report No TRB27-2013 by the Clerk advising the Joint Board of the District Valuer's valuation for the transfer of ownership of Board land to South East Scotland Transport Partnership (SEStrans), to accommodate a Park and Ride facility at Northfield Farm, Newport on Tay and seeking Board approval for the transfer of the land.

The Board noted the valuation and agreed to transfer the land extending to 2.293 ha, as per the District Valuer's valuation, to SEStrans, subject to planning permission being granted, and the imposition of a real burden on the sale restricting the use of the land to a park and ride facility.

Margaret TAYLOR, Chairman.

ITEM No:..... 3

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 3 MARCH 2014
 REPORT ON: ENGINEERING WORKS
 REPORT BY: ENGINEER TO THE BOARD
 REPORT NO: TRB 5-2014

1 PURPOSE OF REPORT

1.1 To advise the Joint Board on the current situation regarding Engineering works on the bridge.

2 RECOMMENDATIONS

2.1 It is recommended that the Joint Board note the position on current progress.

3 FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising from this report.

4 SUSTAINABILITY POLICY IMPLICATIONS

4.1 There are no Sustainability Policy implications of relevance to this report.

5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 There are no equal opportunities implications of relevance to this report.

6 IMPLICATIONS TO BRIDGE USERS

6.1 There are no major implications for bridge users arising from this report.

7 BACKGROUND

7.1 Carriageway Resurfacing/Replacement of Expansion Joints

Reference is made to Article III of the Tay Road Bridge Joint Board meeting of 4 March 2013 where it was advised that the existing carriageway surfacing is the original asphalt surfacing laid in 1966 with a surface dressing applied in 1993/94. Ordinarily, surfacing of this age is beyond its design life and major repair or replacement would be anticipated. Similarly, the expansion joints at the end of each span of the bridge were replaced in the early 1990's and they are now reaching the end of their theoretical design life.

It was noted that detailed investigatory works were to be carried out with a view to identifying the appropriate works required to the bridge surfacing and the expansion joints. These investigatory works have now been completed and a strategy for works is proposed below.

A detailed visual inspection of the surfacing was carried out. This noted that the surface dressing generally appeared to be in fairly good condition with only some minor repairs required. The surfacing locally adjacent to the expansion joints (which was replaced at the time of their installation) was generally in fair condition

with some patch repairs required and evidence of some previous repairs having been carried out. The expansion joints were also inspected and considered to be generally in fair condition with some repair works having been carried out in recent previous years.

A Ground Penetrating Radar (GPR) survey was carried out to determine the surfacing layer thicknesses and any anomalies such as voids or delaminations. The GPR survey would also indicate the condition of the reinforced concrete deck surface.

The GPR survey provided further confirmation that the surfacing generally comprised of two layers of well bonded asphalt surfacing and that there was little variation detected at the surfacing/concrete interface meaning a good bond of the surfacing to the concrete deck. From the survey, the concrete deck itself appeared to be in fair/good condition with only localised areas that may be in poorer condition requiring repair in the future. Concrete testing confirmed that the risk of corrosion of the reinforced concrete deck was low.

Following completion of the GPR survey and review of the findings, a targeted schedule of intrusive coring and testing of the asphalt surfacing was carried out. This confirmed that the bond between the various surface interfaces was very good. The condition of the binder is also such that an anticipated further 5 to 7 years (or more) of life can be expected with some maintenance.

The testing of the asphalt cores and comparison to cores taken and tested in 2004 confirmed that the condition of the asphalt is deteriorating and that in the longer term, full removal and replacement of the surfacing is the appropriate course of action.

Skid resistance/friction testing of the existing surface dressing was completed in February 2014 and this confirmed that the skid resistance is acceptable and that no remedial works are necessary at this time.

Historic maintenance costs were also examined as these usually indicate the level of deterioration. In the past five years an average of only £20,000 per annum has been spent on the maintenance of the carriageway and expansion joints.

Based on the foregoing it is recommended that:

- holding maintenance works are carried out in the immediate term and that, subject to ongoing monitoring, major resurfacing and expansion joint replacement works are provisionally programmed to be carried out in 2019/20 and 2020/21.
- maintenance repair works are carried out to the carriageway and expansion joints in summer 2014 at an estimated cost of £240,000 to ensure an extended life to 2019/21 and that allowances of £50,000 per annum are made in the interim for further holding repairs until major works are implemented.
- That Tayside Contracts through the Dundee Roads Maintenance Partnership be asked to price the required repair works directly and for the offer to be considered at the June 2014 Board meeting.
- That allowances of approximately £3.2 million be made provisionally in the capital plan in each of the years 2019/20 and 2020/21 to carry out removal and

replacement of the existing surfacing, new deck waterproofing and replacement of all expansion joints, works being carried out on one full carriageway each year.

It should be noted that currently, allowances of £1.925 million have been made in the capital plan in each of the years 2015/16 and 2016/17 to carry out the carriageway surfacing and joint replacement works and the plan will require to be revised accordingly.

7.2 North Approach Viaduct Remedial Works

Reference is made to Article IV of the Tay Road Bridge Joint Board meeting of 17 June 2013 whereby the Board approved the procurement of the required remedial works to the North Approach Viaducts up to the value of £160,000.

This relates to the existing element of the North Approach Viaducts that is not being renewed as part of the Dundee Waterfront works. Concrete repairs and protective coatings were required along with new bridge deck waterproofing, expansion joints and road surfacing to ensure that minimal maintenance works will be required for the foreseeable future.

These works are nearing completion and will tie in with the completion of the Dundee Waterfront works to the ramps.

7.3 Dundee Waterfront - Removal and Reconstruction of Bridge Ramps

Dundee City Council awarded the contract for this stage of the works in August 2011 at a cost of £8.2 million. This stage involves the phased removal and replacement of the approach ramps to the Tay Road Bridge including the construction of temporary diversion routes necessary for the removal of the ramps. The works also include the construction of elements of roads, drainage and services within the Waterfront Development.

The works to the bridge ramps were programmed to be carried out in a number of phases over a two year period starting in January 2012 with completion by December 2013.

Construction of the new approach ramps and new South Marketgait Bridge is nearing completion with only deck waterproofing and surfacing now remaining. Due to the very wet weather however there has been a delay in completing the weather dependant deck waterproofing and works to the Tay Road Bridge approach ramps are now programmed for completion by late March 2014.

Further reports will be brought to the Board as appropriate detailing progress with the Waterfront project.

The Bridge Manager will continue to provide the Board with a monthly update on progress until completion of the works.

8 CONSULTATIONS

- 8.1 The Clerk, Treasurer and Bridge Manager have been consulted in the preparation of this report.

9 BACKGROUND PAPERS

- 9.1 None.

Fergus Wilson
Engineer to the Board

FW/EH

Dundee City Council
Dundee House
Dundee

14 February 2014

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 3 March 2014
 REPORT ON: REPORT ON OPERATIONAL RESTRICTIONS AND CLOSURES
 REPORT BY: THE BRIDGE MANAGER
 REPORT NO: TRB 3- 2014

ITEM No: 4

1 PURPOSE OF REPORT

- 1.1 To appraise the Joint Board of the number and nature of operational restrictions and closures applied between 1 November 2013 and 31 January 2014.

2 RECOMMENDATIONS

The Board are asked to note the contents of this Report as at 31 January 2014.

3 FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

4 POLICY IMPLICATIONS

- 4.1 None.

5. COMMENTARY ON OPERATIONAL RESTRICTIONS AND CLOSURES

- 5.1 Restrictions are applied to the traffic on the bridge for a number of reasons including recovering debris, breakdowns, high winds and other operational requirements.

A summary of the restrictions applied between 1 November 2013 and 31 January are given below:-

i) Single carriageway closures

Reason	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Operational	519	102	5
Breakdown	167	17	9
Misc. Incidents	34	1	34

ii) Traffic Restrictions

Reason	Single Carriageway /Both	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
High Winds				
No Double Deck Buses Allowed	Both	9733	34	286
Cars Only	Both	3315	8	414
Full Closure	Both	180	1	180
Roadworks				
TRBJB	Single	0	0	0
External Contractor	Single	0	0	0

iii) Closures on both carriageways

Reason	Full Closure	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Operational (Night Closures)	Yes	115	1	115
Police Incidents	Yes	135	6	22

iii) Availability of Bridge

Based on the above figures the various levels of availability of the bridge to users is as follows:-

Full availability (No restrictions)	88.3%
Partial Availability (Some restrictions)	10.8%
No Availability (Full Closure)	0.9%

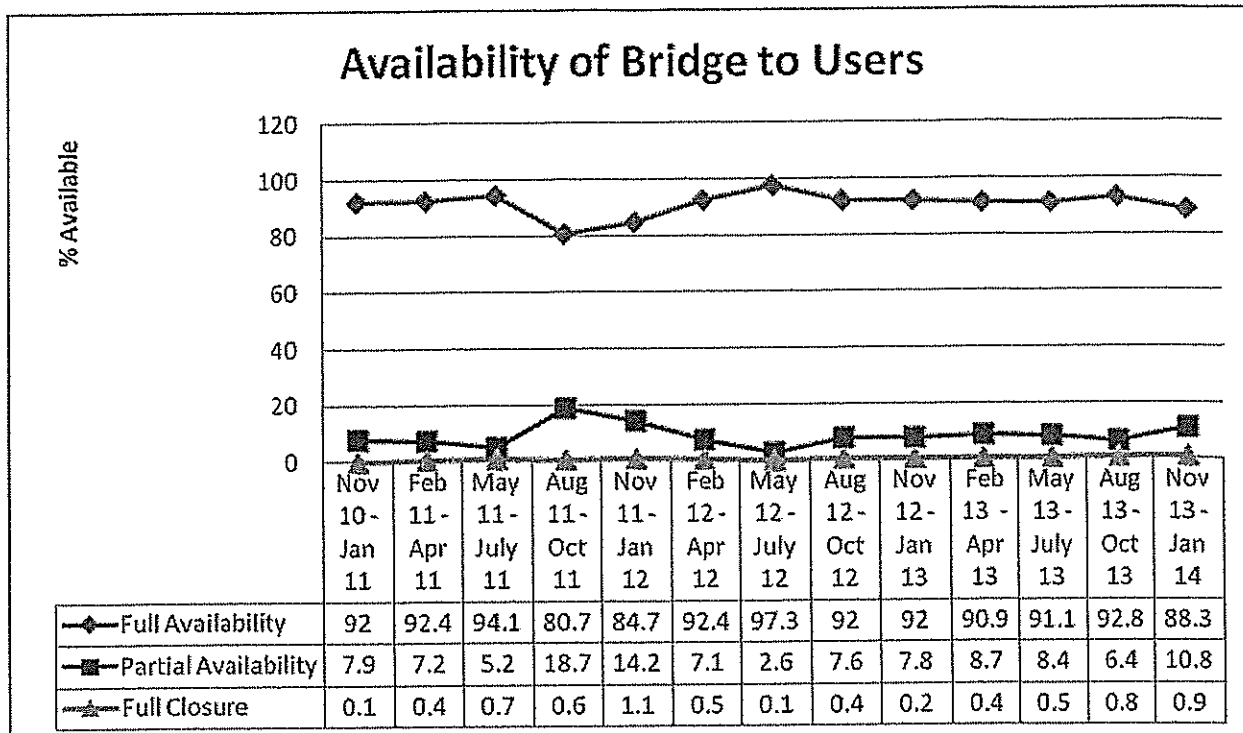


Figure 1 – Comparison of Availability of Bridge to Users

As can be seen from Figure 1 the bridge was either fully available or available with restrictions for 99.1% of the time.

The level of total closures for the period was relatively minor at 0.9%.

6 CONSULTATIONS

- 6.1 The Treasurer, Clerk and Engineer to the Board have been consulted in the preparation of this report.

7 BACKGROUND PAPERS

- 7.1 None

IAIN MACKINNON
BRIDGE MANAGER
 7 February 2014

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 3 MARCH 2014
 REPORT ON: REVENUE MONITORING - 10 MONTHS TO 31 JANUARY 2014
 REPORT BY: THE TREASURER
 REPORT NO: TRB 1-2014

ITEM No: 5

1 PURPOSE OF REPORT

The purpose of this report is to appraise the Joint Board of the current monitoring position of its 2013/2014 Revenue Budget.

2 RECOMMENDATIONS

It is recommended that the Joint Board note the content of this Revenue Monitoring Report as at 31 January 2014.

3 FINANCIAL IMPLICATIONS

3.1 The current outturn position for the financial year 2013/2014 is projecting a £63,000 underspend against the 2013/2014 Revenue Budget based on the financial information available at 31 January 2014.

3.2 Following the removal of tolls the Board's Revenue Expenditure is now financed by an annual Revenue Grant from Scottish Government.

Due to the fact that the Board's Revenue Expenditure is fully funded by grant any underspend achieved will result in unspent grant being carried forward, with the agreement of the Scottish Government, to fund future years' Revenue Expenditure. Underspends achieved in previous years have resulted in a Revenue Grant Balance carried forward into 2013/2014 of £335,891. This balance will be used to fund any overspend in the current financial year before any contributions are made from the General Fund Reserve Balance.

3.3 An underspend of £10,000 is projected in relation to Administration Supplies & Services Costs. This is due to a reduction in Insurance Premiums achieved through tendering process.

3.4 An underspend of £8,000 is projected in relation to Plant & Equipment Property Costs. This is due to a £3,000 reduction in expenditure on Buoys, Beacons & Lights as new equipment was installed recently as part of the Pier Collision Protection Works and a £5,000 reduction in expenditure on electricity for street lighting due to more efficient lamps.

3.5 An underspend of £23,000 is projected in relation to Plant & Equipment Supplies & Services Costs. This is due to an £8,000 reduction in expenditure on gantry equipment and a £15,000 reduction in Cathodic Protection maintenance costs because of restricted access due to the gantries being out of use.

3.6 An underspend of £12,000 is projected in relation to Plant & Equipment Third Party Payments. This is due to a £2,000 reduction in expenditure on principal inspections for the gantries and a £10,000 reduction in expenditure on Cathodic Protection professional fees because of restricted access due to the gantries being out of use.

3.7 An underspend of £10,000 is projected in relation to Bridge Maintenance Third Party Payments. This is due to a £5,000 reduction in expenditure on Structural Inspections and a £5,000 reduction in expenditure on Miscellaneous Inspections and Reports because of the restricted access for inspectors due to the gantries being out of use.

- 3.8 The projected underspend, if it materialised, would result in a projected Revenue Grant Balance carried forward of £398,891 at 31 March 2014. This level of Revenue Grant Balance carried forward is subject to negotiation with the Scottish Government.
- 3.9 The projected underspend, if it materialised, would result in an unchanged General Fund Reserve of £1,160,591 at 31 March 2014. This level of retained reserves is subject to negotiation with the Scottish Government.

4 REASONS FOR REVENUE EXPENDITURE VARIANCES

The main reasons for the projected Revenue variances can be summarised as follows:

	£000
A projected underspend relating to Administration Supplies & Services Costs	(10)
A projected underspend relating to Plant & Equipment Property Costs	(8)
A projected underspend relating to Plant & Equipment Supplies & Services Costs	(23)
A projected underspend relating to Plant & Equipment Third Party Payments	(12)
A projected underspend relating to Bridge Maintenance Third Party Payments	(10)
NET OVERSPEND/(UNDERSPEND)	(63)

5 RISK ASSESSMENT

In preparing the Board's Annual Revenue Budget (see Report TRB 27-2012), the Treasurer considered the key strategic, operational and financial risks faced by the Board over this period. In order to alleviate the impact these risks may have should they occur, a number of general risk mitigating factors are utilised by the Board. These include:

- a system of perpetual detailed monthly budget monitoring with latest positions reported to quarterly Board meetings.
- the level of General Fund Reserve balances available to meet any unforeseen expenditure.
- the level of other cash backed reserves available to meet any unforeseen expenditure.
- the possibility of identifying further budget savings and efficiencies during the year if required.
- the possibility of identifying new income streams during the year.

6 POLICY IMPLICATIONS

None

7 CONSULTATIONS

The Clerk, Bridge Manager and the Engineer to the Board have been consulted in the preparation of this report.

8 BACKGROUND PAPERS

None

MARJORY STEWART
TREASURER

6 FEBRUARY 2014

APPENDIX A

TAY ROAD BRIDGE JOINT BOARDREVENUE MONITORING AS AT 31 JANUARY 2014

	Revenue Budget 2013/14 £	Expenditure to 31 Jan 2013 £	Final Projection 2013/14 £	Variance from Budget £	Paragraph Reference
EXPENDITURE					
<u>Administration</u>					
Staff Costs	183,823	154,686	183,823	-	
Property Costs	19,200	11,602	19,200	-	
Supplies and Services	173,220	135,227	163,220	(10,000)	(3.3)
Transport Costs	1,100	39	1,100	-	
Third Party Payments	79,250	40,407	79,250	-	
	456,593	341,961	446,593	(10,000)	
<u>Operations</u>					
Staff	486,624	398,534	486,624	-	
Supplies & Services	7,500	797	7,500	-	
	494,124	399,331	494,124	-	
<u>Plant and Equipment</u>					
Property	36,650	22,992	28,650	(8,000)	(3.4)
Supplies & Services	123,350	50,823	100,350	(23,000)	(3.5)
Transport	39,900	34,679	39,900	-	
Third Party Payments	17,650	625	5,650	(12,000)	(3.6)
	217,550	109,119	174,550	(43,000)	
<u>Bridge Maintenance</u>					
Staff	442,896	355,252	442,896	-	
Property	12,800	7,039	12,800	-	
Supplies & Services	51,950	12,547	51,950	-	
Transport	550	190	550	-	
Third Party Payments	44,750	14,968	34,750	(10,000)	(3.7)
	552,946	389,996	542,946	(10,000)	
GROSS EXPENDITURE	1,721,213	1,240,407	1,658,213	(63,000)	
INCOME					
Scottish Government Revenue Grant	1,700,000	1,416,667	1,700,000	-	
Interest on Revenue Balances	11,000	-	11,000	-	
Kiosk Rent	10,213	7,660	10,213	-	
Miscellaneous	-	271	-	-	
GROSS INCOME	1,721,213	1,424,598	1,721,213	-	
TOTAL NET DEFICIT/(SURPLUS)	-	(184,191)	(63,000)	(63,000)	

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 3 MARCH 2014
REPORT ON: CAPITAL MONITORING - 10 MONTHS TO 31 JANUARY 2014
REPORT BY: THE TREASURER
REPORT NO: TRB 2-2014

ITEM No:..... 6

1 PURPOSE OF REPORT

The purpose of this report is to appraise the Joint Board of the current monitoring position of its 2013/2014 Capital Budget.

2 RECOMMENDATIONS

It is recommended that the Joint Board note the content of this Capital Monitoring Report as at 31 January 2014.

3 FINANCIAL IMPLICATIONS

The Joint Board's 2013/2014 Capital Expenditure Programme of £740,000 was approved by the Board on 10 December 2012 (Report TRB 28-2012). From 1 April 2008 the Board's Capital Expenditure projects are being financed through Scottish Government Capital Grant.

Since the Capital Budget for 2013/2014 was approved, there has been slippage of £505,000 from the 2012/2013 capital expenditure programme into 2013/2014. This has been offset by budget adjustments in 2013/2014 of £560,000 and £227,000 slippage into 2014/2015. The capital outturn for the financial year 2013/2014 (as detailed in Table 1 on Appendix A) is projected to be £458,000 (i.e. a net decrease of £282,000 from the originally approved budget) based on the financial ledger information up to 31 January 2014 and this will be funded from 2013/2014 Capital Grant of £458,000. This results in a projected Capital Grant carried forward into 2014/2015 of £1,073,000 (as detailed in Table 2 on Appendix A).

4 REASONS FOR CAPITAL EXPENDITURE NET DECREASE

The main reasons for the net decrease of £282,000 can be summarised as follows:

	£000
<u>Slippage from 2012/2013:</u>	
Inspections to Columns & Piers	170
North Approach Viaduct Remedial Works	160
Carriageway Resurfacing	55
Gantry Miscellaneous	34
CCTV/Ice Detection/CP Monitoring Equipment	35
Advance Warning Signs	51
<u>Budget Adjustments:</u>	
Inspections to Columns & Piers	(305)
North Approach Viaduct Remedial Works	(160)
CCTV/Ice Detection/CP Monitoring Equipment	(64)
Advanced Warning Signs	(31)
<u>Slippage to 2014/2015:</u>	
New Vehicles	(30)
Carriageway Resurfacing	(42)
Gantry Miscellaneous	(40)
CCTV/Ice Detection/CP Monitoring Equipment	(65)
Paintwork to Box Girders	(50)
Total Budget Adjustments	(282)

5 RISK ASSESSMENT

- 5.1 There are a number of risks which may have an impact on the Capital expenditure programme for 2013/2014. The main areas of risk are set out below, together with the mechanisms in place to help mitigate these risks.
- 5.2 Construction cost inflation levels remain relatively low, however they can on occasion be relatively high in comparison to general inflation. Therefore delays in scheduling and letting contracts may lead to increases in projected costs. Every effort will be made to ensure delays are avoided wherever possible and any increase in costs minimised.
- 5.3 Slippage in the Capital programme leads to the need to reschedule projects in the current year and possibly future years, therefore creating problems in delivering the programme on time. For this reason the programme is carefully monitored and any potential slippage is identified as soon as possible and any corrective action taken.
- 5.4 Capital projects can be subject to unforeseen price increases. The nature of construction projects is such that additional unexpected costs can occur. Contingencies are built into the budget for each capital project and these are closely monitored throughout the project.
- 5.5 There is risk associated with projects that are not yet legally committed as the works are not yet tendered for, and there is potential for costs to be greater than the allowance contained within the Capital Plan. As the majority of spend on these projects is in future years, the risk in the current year is not significant. Future years' Capital programme will be adjusted to reflect updated cost estimates.

5.6 The Capital Monitoring report and the Engineer's report provide information on individual projects contained within the Capital Budget and the impact of expenditure movements on the future financial years.

6 POLICY IMPLICATIONS

None

7 CONCLUSION

The Board's 2013/2014 capital programme is showing a projected capital spend of £458,000 which will be funded from Scottish Government grant.

The 2013/2014 capital expenditure programme will continue to be monitored on a regular basis throughout the remainder of the current financial year.

8 CONSULTATIONS

The Clerk, Bridge Manager and the Engineer to the Board have been consulted in the preparation of this report.

9 BACKGROUND PAPERS

None

**MARJORY STEWART
TREASURER**

18 FEBRUARY 2014

TAY ROAD BRIDGE JOINT BOARD

TABLE 1: CAPITAL EXPENDITURE MONITORING - 10 MONTHS TO 31 JANUARY 2014

Expenditure	Capital Budget 2013/14 £000	Slippage from 2012/13 £000	Budget Adjust £000	Slippage into 2014/15 £000	Revised Capital Budget 2013/14 £000	Actual to 31 Jan 2014 £000	Projected Outturn 2013/14 £000	Variance from Budget £000
Inspections to Columns & Piers	150	170	(305)	-	15	15	15	-
New Vehicles	30	-	-	(30)	-	-	-	-
North Approach Viaduct Remedial Works	160	160	(160)	-	160	-	160	-
Carrageway Resurfacing	75	55	-	(42)	88	38	88	-
Gantry - Miscellaneous	25	34	-	(40)	19	4	19	-
CCTV/Ice Detection/CP Monitoring Equipment	100	35	(64)	(65)	6	5	6	-
Miscellaneous Projects	50	-	-	-	50	26	50	-
Paintwork to Box Girders	50	-	-	(50)	-	-	-	-
Advanced Warning Signs	100	51	(31)	-	120	9	120	-
	740	505	(560)	(227)	458	97	458	-
Funded by:	£000	£000	£000	£000	£000	£000	£000	£000
Capital Grant 2013/2014	500	-	-	(42)	458	417	458	-
Unapplied Capital Grant brought forward from Previous Years	240	505	(560)	(185)	-	-	-	-
Contribution from General Fund Reserve	-	-	-	-	-	-	-	-
Capital Receipt	-	-	-	-	-	-	-	-
	740	505	(560)	(227)	458	417	458	-

TABLE 2: Unapplied Capital Grant Projected Carry Forward:

	£000
Unapplied Capital Grant Brought Forward	1,031
Add: Capital Grant Received 2013/2014	500
Less: Capital Grant Utilised 2013/2014	(458)
Unapplied Capital Grant Carried Forward to 2014/2015	1,073

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 3 March 2013

REPORT ON: HEALTH & SAFETY MONITORING 2013

REPORT BY: THE BRIDGE MANAGER

REPORT NO: TRB 04 - 2014

ITEM No: 7

1 PURPOSE OF REPORT

1.1 To appraise the Board Members of performance relating to Health & Safety in 2013.

2 RECOMMENDATIONS

The Board are asked to note the outcomes of the report and to agree to findings of the review in Item 5.4

3 FINANCIAL IMPLICATIONS

None

4 POLICY IMPLICATIONS

4.1 None.

5. COMMENTARY

5.1 General

In December 2009, the Board approved the corporate Health & Safety Policy Statement prepared by the Bridge Manager. In this document the Bridge Manager was given the remit to:-

- a) Review the document on an annual basis, or as necessary due to organisational or legislative changes
- b) Report to the Board annually on matters relating to Health & Safety matters

A copy of the Health & Safety Policy Statement is included in Appendix A

5.2 Significant Risks

The significant risks faced by Employees of the Tay Road Bridge Joint Board include:-

- Working at height
- Working on and/or over water
- Working adjacent to live traffic
- Working in exposed conditions and during periods of adverse weather
- Working in areas of difficult access
- Operating various items of machinery and plant

5.3 Staff Consultation

In addition to formal Health & Safety Committee meetings, Safety Representatives and appropriate members of staff are consulted at the early stages of preparation of Risk Assessments, Method Statements and Operational Procedures.

5.4 Review

The Bridge Manager has reviewed the Health & Safety Policy Statement and is satisfied that there are no amendments required other than those due to organisational changes and the document has been amended accordingly.

5.5 Health & Safety Performance

Below is a table which contains information relating to accidents and near misses recorded during the year from January to December 2011 and is compared to the figures from 2010 and 2011:-

Accident Category	2010	2011	2012	2013
RIDDOR fatal accident	0	0	0	0
RIDDOR Major Injury	0	0	0	0
RIDDOR over 3 day injury	1	2	1	0
Lost Time Injury	0	2	3	0
Minor Injury	9	1	5	5
Near Misses	0	0	1	6
Slip, trip, fall on the level	6	1	2	0
Manual Handling	2	0	2	1
Other	1	0	1	0

During the period there were no RIDDOR reportable accidents which is an improvement over previous years. All accidents and near misses are investigated and the causes/proposed mitigation measures are formally recorded.

All near misses reported during the period involved traffic ignoring stop signs on the bridge while staff were about to undertake work on the carriageway.

5.6 Occupational Health Issues

There were no staff absences due to Occupational Health related issues.

5.7 Training

Health & Safety training has been held throughout the period to maintain staff awareness and competency.

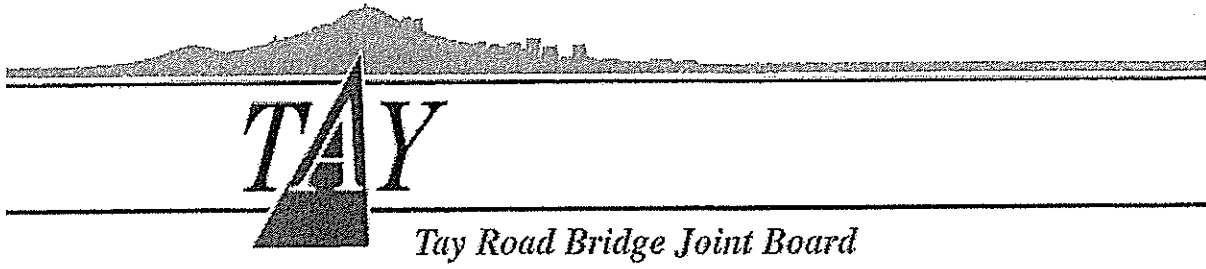
6 CONSULTATIONS

6.1 The Treasurer, Clerk and Engineer to the Board have been consulted in the preparation of this report.

7 BACKGROUND PAPERS

7.1 None

IAIN MACKINNON
BRIDGE MANAGER
7 February 2014



Health & Safety Policy Statement

Health & Safety at Work etc Act 1974

Foreword

The Tay Road Bridge Joint Board is committed to the effective management of Health and Safety both in terms of protecting the health and safety of Board employees and that of members of the public, who may be affected by the Board's activities.

To demonstrate the Board's commitment to Health and Safety, the Board will ensure the following principles are met:-

- An active commitment from the Board on health and safety issues;
- Integration of good health and safety management procedures;
- Engagement of the Board's employees in the promotion and achievement of safe and healthy conditions;
- Provide appropriate resources and training to Board employees;
- Identifying and managing health and safety risks;
- Accessing and acting on competent advice;
- Monitoring, reporting and reviewing performance.

By implementing the above principles through the following Health and Safety policy, the Board demonstrates its awareness of its responsibilities under the law to lead and promote Health and Safety matters.

For, and on behalf of the Tay Road Bridge Joint Board:-

Signed

.....

Cllr Margaret Taylor
Chairman
Tay Road Bridge Joint Board

.....

Iain Mackinnon
Bridge Manager
Tay Road Bridge Joint Board

Section A
Tay Road Bridge Joint Board - Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

The statement of general policy of the Tay Road Bridge Joint Board is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting health and safety through individual discussion and the Health and Safety Committee;
- To provide and maintain safe plant, equipment and vehicles;
- To ensure as far as reasonably practicable safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks and to provide them with adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy work conditions;
- To assess and evaluate the health and safety competence of contractors prior to appointment and to monitor their health and safety performance thereafter
- To review health and safety performance and report formally to the Board on an annual basis; and
- To review and revise this policy on an annual basis, or as necessary due to organisational or legislative changes.

Signed

Date

.....

.....

Iain Mackinnon
Bridge Manager
Tay Road Bridge Joint Board

Responsibilities

1. Overall and final responsibility for health and safety is that of:

I Mackinnon, Bridge Manager

2. Day to day responsibility for ensuring this policy is put into practice is delegated to:

A Smith, Maintenance Supervisor

F Fraser, Administrative Officer

3. To ensure that health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Position	Responsibility	Responsible to
A Smith	Maintenance Supervisor	All Maintenance Activities	Bridge Manager
F Fraser	Administrative Officer	Office Areas/Control Room	Bridge Manager
N Fergusson	Maintenance Technician (Works)	Civil/ General Works	Maintenance Supervisor
G Glancy	Maintenance Technician (Electrical)	Electrical	Maintenance Supervisor
W McKelvey	Maintenance Technician (Mechanical)	Mechanical	Maintenance Supervisor
Duty Inspectors (5 No)	Bridge Inspector	Traffic and Vehicle Recovery	Administrative Officer

Appendix 1 shows the above lines of responsibility in the form of an organisation chart.

4. All Tay Road Bridge Joint Board employees shall:

- Co-operate with supervisors and management on health and safety matters;
- Not interfere with anything provided to safeguard their own, or others, health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Health and Safety Risks

1. Risk assessments will be undertaken by:-

A Smith – Maintenance Supervisor
N Fergusson – Maintenance Technician (Works)

2. The findings of the Risk Assessments will be reported to:-

I Mackinnon – Bridge Manager

3. Action required to remove/control risks will be approved by:-

I Mackinnon – Bridge Manager
A Smith – Maintenance Supervisor

4. Ensuring any actions arising from 3 above are implemented will be the responsibility of:-

A Smith – Maintenance Supervisor
N Fergusson – Maintenance Technician (Works)

5. Checks to ensure that implemented actions have removed/reduced risks will be the responsibility of:-

I Mackinnon – Bridge Manager
A Smith – Maintenance Supervisor

6. Risk assessments will be reviewed every **twelve months** or **when the work activity changes**, whichever is soonest. The results of the reviews will be formally recorded and controlled documents updated and staff made aware of any changes accordingly.

Employee Consultation

The Board recognises the importance of consulting with its employees and Trade Unions on Health and Safety related matters and is committed through holding regular staff meetings and the formation of a Health and Safety Committee to ensuring that a suitable forum is provided for discussion.

1. The Health and Safety Committee consists of the following representatives:-

A Smith – Maintenance Supervisor – Committee Chair

F Fraser – representing Management

S Tarvit – Unite – representing Maintenance Staff

S Howard – representing Operational Staff

J Morris – representing Maintenance Staff

At present the position of Safety Representative for the GMB Trade Union is unfilled.

Meetings of the Committee are fully minuted and these are displayed on Staff notice boards.

2. Consultation with employees is provided by:-

Squad meetings – held monthly

Health & Safety Committee meetings – held quarterly

Staff Liaison Meetings – held quarterly

Ad-hoc consultation as required

Plant and Equipment

Details of all plant and equipment will be held electronically and where appropriate, details of all maintenance activities will be recorded.

1. The identification of all equipment/plant requiring maintenance is the responsibility of:-

N Fergusson – Maintenance Technician (Works)
G Glancy – Maintenance Technician (Electrical)
W McElvey – Maintenance Technician (Mechanical)

2. The drawing up of effective maintenance procedures is the responsibility of:-

A Smith – Maintenance Supervisor

3. Ensuring that all identified maintenance is implemented is the responsibility of:-

I Mackinnon – Bridge Manager
A Smith – Maintenance Supervisor

4. Any problems found with plant and equipment should be reported to:-

A Smith – Maintenance Supervisor
N Fergusson – Maintenance Technician (Works)

5. Checking that all new plant and equipment meets the required health and safety standards is the responsibility of:-

A Smith – Maintenance Supervisor

Safe Handling and Use of Substances

1. The identification of all substances requiring a COSHH assessment is the responsibility of:-

N Fergusson – Maintenance Technician (Works)

2. The undertaking of COSHH assessments is the responsibility of:-

A Smith – Maintenance Supervisor

3. Ensuring that all actions identified in the assessments is the responsibility of:-

N Fergusson – Maintenance Technician (Works)

4. Ensuring that all relevant employees are informed about COSHH assessments is the responsibility of:-

A Smith – Maintenance Supervisor

F Fraser – Administrative Officer

N Fergusson – Maintenance Technician (Works)

5. Assessing the COSHH implications of materials prior to purchase is the responsibility of:-

A Smith – Maintenance Supervisor

6. COSHH Risk assessments will be reviewed every **twelve months** or **when the work activity changes**, whichever is soonest. The results of the reviews will be formally recorded and controlled documents updated and staff made aware of any changes accordingly.

Information, Instruction and Supervision

1. The Health and Safety Law poster is displayed at the following locations:-

**Operations Control Room
Maintenance Department Notice Board
Administration Office**

2. Health and Safety Law *What You Need to Know* leaflets are distributed to all employees.

3. Supervision of young workers/trainees will be undertaken by:-

**N Fergusson – Maintenance Technician (Works)
F Fraser – Administrative Officer**

4. Ensuring that employees of other organisations working on Board premises are given relevant Health and Safety information is the responsibility of:-

A Smith – Maintenance Supervisor

Competency for Tasks and Training

1. Induction training will be provided for all new employees by:-

A Smith – Maintenance Supervisor
F Fraser – Administrative Officer

2. Job specific training will be given by:-

I Mackinnon – Bridge Manager
A Smith – Maintenance Supervisor
N Fergusson – Maintenance Technician (Works)
External specialists as required

3. Specific Jobs requiring special training are:-

Job	Training Required
Maintenance Operative	Boat Handling Gantry Operation Confined Space Access Mobile Access
Bridge Officer	Code of Practice for Roadworks (Chapter 8) Code of Practice for Roadworks (Chapter 8) Vehicle Recovery

4. Training records for staff are held in:-

Personal Files
Training Database

5. Training will be identified by Staff Review & Development process and will be arranged and monitored by:-

I Mackinnon – Bridge Manager
A Smith – Maintenance Supervisor
F Fraser – Administrative Officer

Accidents, First Aid and Work Related Ill Health

1. Health surveillance is required for employees doing the following jobs:-

Bridge Inspector
Bridge Officer
Maintenance Operative

2. Health Surveillance will be arranged by:-

A Smith – Maintenance Supervisor
F Fraser – Administrative Officer

3. Health Surveillance records will be kept by:-

F Fraser – Administrative Officer

4. The first aid boxes are kept at the following locations:-

Admin Office
Control Room
Maintenance Mess Room
East and West Gantries
Safety Boat
All vehicles

5. The appointed person(s)/first aider(s) is (are):-

N Fergusson – Qualified First Aider

6. All accidents and cases of work related ill health are to be recorded in the accident book which is kept:-

In the Duty Control Room (manned 24 hours)

7. Reporting accidents, diseases and dangerous occurrences to the Health & Safety Executive is the responsibility of:-

I Mackinnon – Bridge Manager
A Smith – Maintenance Supervisor (in the absence of the Bridge Manager)

Monitoring and Reporting

1. To check working conditions and ensuring that safe working practices are being followed the following will be carried out:-

**Random checks on works (maximum interval quarterly) by Management
Report on findings of checks at regular Staff Liaison Meetings**

2. Responsibility for investigating accidents rests with:-

A Smith – Maintenance Supervisor

3. Responsibility for investigating work-related causes of sickness absences rests with:-

F Fraser – Administrative Officer

4. Responsibility for acting on investigation findings to prevent a recurrence rests with:-

I Mackinnon – Bridge Manager

5. Responsibility for preparing and submitting Annual Health & Safety Report to the March meeting of the Tay Road Bridge Joint Board rests with:-

I Mackinnon – Bridge Manager

Emergency Procedures – Fire and Evacuation

1. Responsibility for ensuring that fire risk assessment is undertaken and implemented rests with:-

A Smith – Maintenance Supervisor

2. Escape Routes are checked by/every:-

Offices - daily

3. Fire extinguishers are maintained and checked by/every:-

Fire Fighting Equipment (Dundee) Ltd/ every 6 months

4. Fire Alarms are maintained by and tested every :-

Nova Alarms Ltd

Maintenance visits March and September annually

5. The fire alarm will be sounded weekly from a different call point on a rotational basis, with records being kept.

6. Emergency evacuation drills will be held:-

Quarterly

With a debrief being held with fire stewards after every drill

