

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 15 DECEMBER 2014
REPORT ON: HEALTH & SAFETY MONITORING 2014
REPORT BY: THE BRIDGE MANAGER
REPORT NO: TRB 24 - 2014

1 PURPOSE OF REPORT

1.1 To appraise the Board Members of performance relating to Health & Safety in 2014.

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 recommends the inclusion of an additional H & S statement regarding the reporting of accidents, incidents and near-misses. This will ensure that all employees are reminded of their duty to report all incidents, no matter how trivial they are perceived to be, and thus ensure continuous improvement in working procedures. This complies with guidelines set-out in L146 (2014) Consulting Workers on Health and safety (ACOP). Refer to appendix B for confirmation of changes.

The change of Bridge Manager from Iain Mackinnon to Alan Hutchison has also necessitated an update of the Health and Safety Policy Statement.

5.5 Health & Safety Performance

Below is a table which contains information relating to accidents and near misses recorded during the year from January 1 to November 20 2014.

Accident Category	2010	2011	2012	2013	2014
RIDDOR fatal accident	0	0	0	0	0
RIDDOR Major Injury	0	0	0	0	0
RIDDOR over 7 day injury	1	2	1	0	1
Lost Time Injury	0	2	3	0	1
Minor Injury	9	1	5	5	4
Near Misses	0	0	1	6	1
Slip, trip, fall on the level	6	1	2	0	0
Manual Handling	2	0	2	1	1
Other	1	0	1	0	4

During the period January 1 to November 20 2014, there was one RIDDOR reportable incident. This incident was investigated and now daily tool-box talks are undertaken with staff and recorded.

All accidents and near misses are investigated and the causes/proposed mitigation measures are formally recorded.

No near misses were recorded during the period January 1 to November 20 2014.

5.6 Occupational Health Issues

There was one staff absence 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 and are in agreement with the content.

7 BACKGROUND PAPERS

7.1 None

**ALAN HUTCHISON
BRIDGE MANAGER
20 NOVEMBER 2014**



Tay Road Bridge Joint Board

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

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Cllr Margaret Taylor
Chairman
Tay Road Bridge Joint Board

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Alan Hutchison
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.

- All persons shall receive training in how to acknowledge hazards in the workplace and have access to current Risk and COSHH assessment files.
- All persons shall receive training in how to record any near misses accidents or incidents.
- All near misses or incidents shall be reported and recorded using a standard format.

- A no blame culture will be promoted within the workplace to ensure reporting occurs
- Review of Health and Safety data shall occur monthly at each management meeting
- Health and Safety will be covered in each person's annual staff review

Signed

Date

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Alan Hutchison
Bridge Manager
Tay Road Bridge Joint Board

Responsibilities

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

A Hutchison, 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:-

A Hutchison – Bridge Manager

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

A Hutchison – 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:-

A Hutchison – 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:-

A Hutchison– 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:-

A Hutchison – 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 Code of Practice for Roadworks (Chapter 8)
Bridge Officer	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:-

A Hutchison – 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:-

A Hutchison – 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:-

A Hutchison – 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:-

A Hutchison – 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

Appendix B

Proposed Addition to Health and Safety Policy Section A- Reporting of Accident , Incidents and Near-misses

In line with the Health and Safety policy general statement of the Tay Road Bridge Joint Board, we as employers and employees have a duty to maintain a safe and healthy working environment.

It follows that all have a duty to record any incident, accident or near miss and investigate them efficiently in order to maintain or improve the working environment.

The following short statement of policy is written to ensure that Management and Employees deal with all incidents appropriately in order to ensure that procedures are continuously improved:

- **All persons shall receive training in how to acknowledge hazards in the workplace and have access to current Risk and COSHH assessment files.**
- **All persons shall receive training in how to record any near misses accidents or incidents.**
- **All near misses or incidents shall be reported and recorded using a standard format.**
- **A no blame culture will be promoted within the workplace to ensure reporting occurs**
- **Review of Health and Safety data shall occur monthly at each management meeting**
- **Health and Safety will be covered in each person's annual staff review**

Alan Hutchison
Bridge Manager
20 November 2014

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 15 DECEMBER 2014
REPORT ON: INTRODUCTION OF SOCIAL MEDIA USAGE POLICY FOR STAFF
REPORT BY: BRIDGE MANAGER
REPORT NO: TRB 25 - 2014

1 PURPOSE OF REPORT

1.1 To seek Joint Board approval of the Bridge Manager's recommendation to introduce Social Media Usage Guidelines into the Term and Conditions of all TRBJB employees.

2 RECOMMENDATIONS

2.1 It is recommended that the Joint Board implement the Bridge Manager's recommendation to introduce Social Media Usage Guidelines into the Terms and Conditions of all TRBJB employees.

3 FINANCIAL IMPLICATIONS

3.1 None.

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 implications for bridge users arising from this report.

7 BACKGROUND

- 7.1 Social Media Usage Guidelines will educate and protect all TRBJB employees and the Joint Board from the potential reputational damage arising from inappropriate use of social media by employees of the TRBJB. The Social Media Guidelines to be introduced into all Employees Terms and Conditions are included at appendix 1.

8 CONSULTATIONS

- 8.1 The Clerk, Treasurer and Engineer to the Board and Unions have been consulted in the preparation of this report and are in agreement with the contents.

9 BACKGROUND PAPERS

- 9.1 None.

Alan Hutchison
Bridge Manager
20 November 2014

Appendix 1

SOCIAL MEDIA GUIDELINES

Employees can access social media sites for personal use within the workplace, during lunch breaks and out with work in accordance with the Board's Use of Computing Facilities Guidelines, either on PCs or on hand-held devices. The workplace is defined as the Bridge Office, Marine Parade, Dundee. The use of portable hand held devices to access social media sites etc during periods of work, either in the workplace, or in the work related areas, is not acceptable. Employees must be careful to avoid blurring work life and personal life and remember that what is posted on social media sites is in the public domain, may be viewed and tracked by others and will be on record for a long time. It is important to remember that 'online' language and conduct should not differ from 'offline' language and conduct. Employees are personally responsible for any content published. How employees behave online could leave them open to scrutiny from the public, therefore, employees must be responsible about what they post and should not be any different to how they behave face-to-face. Employees must ensure that, if they identify themselves as a Tay Road Bridge employee, their profile and related content is consistent with the way they wish to present themselves within and out with work.

Privacy settings should be used appropriately to keep personal accounts private and a copy of guidance on privacy settings for Facebook is available on request from the Administration Section.

Employees who use social media for personal use and have indicated in any way that they work for the Board, are advised to remove this reference. By identifying as a TRBJB employee within a social network, employees are connecting with colleagues, managers and members of the public. In relation to all social media sites, employees should be mindful of privacy settings and what personal information is being disclosed, including employment details, to other users of social media who may not be personally known to them. Employees should be aware that if they want the world to see what they are doing and saying, they should be aware that they could be held accountable for it.

Employees must use common sense and judgement when using social media sites and be aware of any communication and conversations which may be deemed as inappropriate. Postings should not be used for attack or abuse, provide malicious comments, post concerns about work or provide confidential details about work or individuals.

In general, employees must not post comments/videos/photos or express views that bring the Tay Road Bridge or its employees into disrepute or which can cause offence to colleagues, managers or the public. The appropriate Disciplinary Procedure will be invoked where employees are found to have posted unacceptable or derogatory comments/videos/photos which impacts on their employment.

If employees become aware of any comments/videos/photos or views which have been posted about them and which they deem inappropriate and/or offensive in relation to work, the matter should be raised with their Line Manager and employees should not respond via the social media site. This includes comments made in relation to employees' employment within the Board. In situations where comments are deemed abusive or threatening, there may be action which the Board can take to protect employees, however every case would be considered on an individual basis. The appropriateness of the response would be discussed and agreed with the Bridge Manager, the employee's Department, the Clerk to the Board and Dundee City Council's Communications Division and a risk assessment carried out to

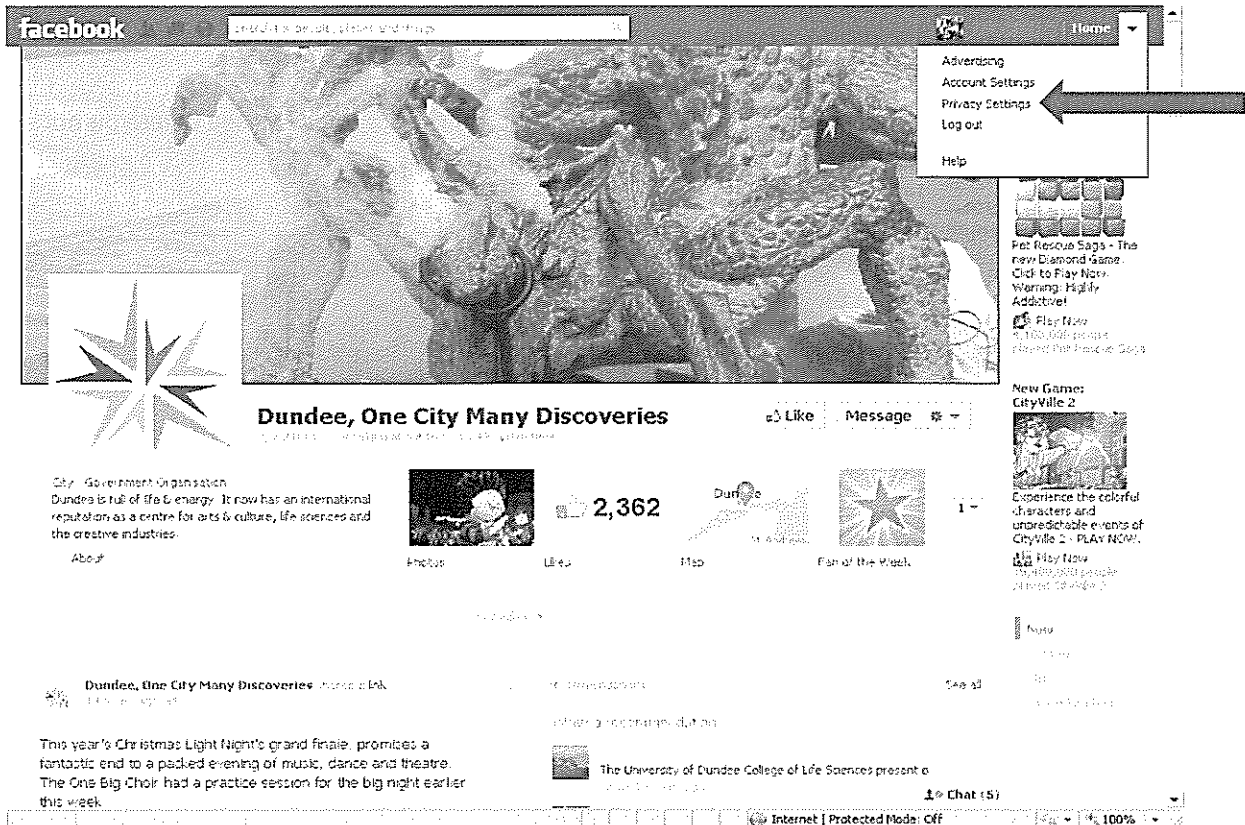
ensure a proportionate response, to support the employee whilst not inflaming the situation further. There may be occasions where no response is the preferred option.

Employees must remove information when asked to do so.

The Tay Road Bridge's Equality Policy or Harassment Policy must not be breached. Reference should be made to the Tay Road Bridge's Policy on The Legal Implications of the Email and the Internet.

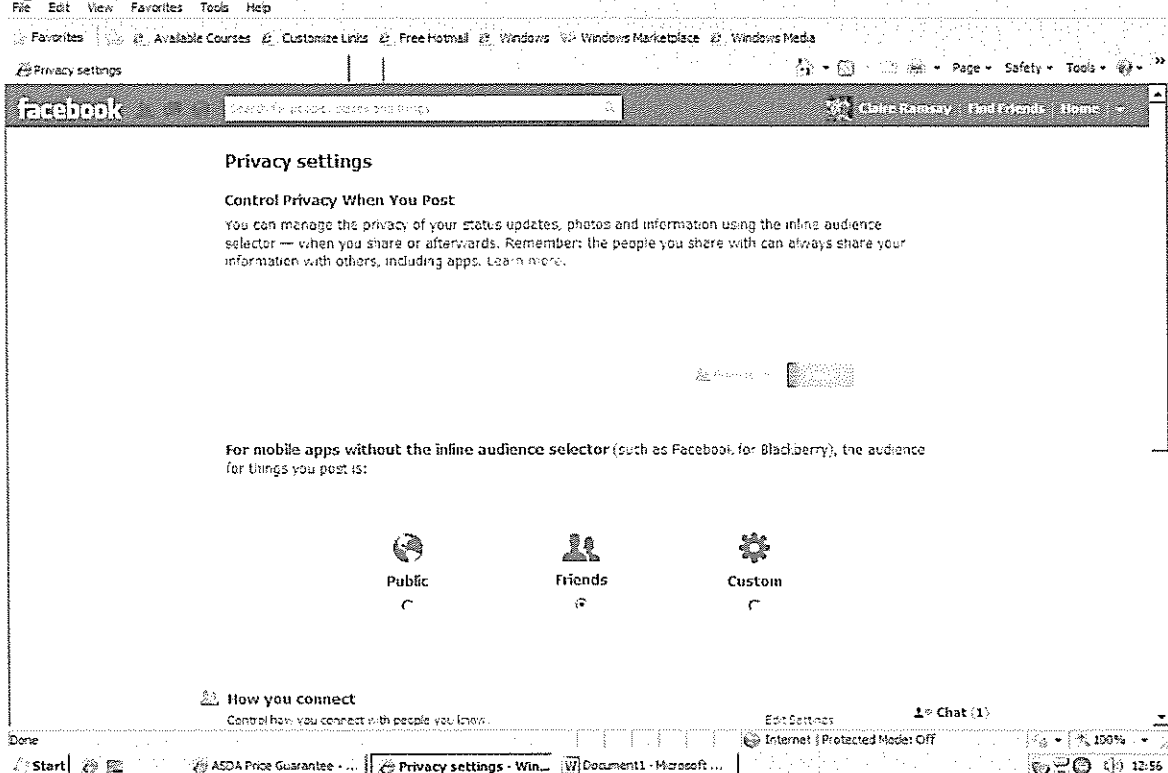
Guidance on Use of Facebook Privacy Settings

From your page go to **PRIVACY SETTINGS**



Click on **FRIENDS** – this means that only friends you have added in your friends list can see your status updates, posts, photos and information

~~**PUBLIC** – means that anyone anywhere has access to your page and can see what you put on your page~~



Further down the page click on the **EDIT SETTING** option beside **HOW YOU CONNECT**

Options are:-

EVERYONE – this means everyone anywhere can see whatever you put up

FRIENDS OF FRIENDS – your friends from your friend’s lists and their friends can see what you put on your wall

FRIENDS – only the friends you have accepted to your friends list can see it.

WHO CAN LOOK AT YOUR TIMELINE BY NAME?

Your timeline is your personal profile page

Change this to **FRIENDS**. This means that only people you have accepted as friends can search for you

WHO CAN LOOK YOU UP USING THE EMAIL ADDRESS OR PHONE NUMBER PROVIDED?

Change this to **FRIENDS** – you don’t want everyone to have this information

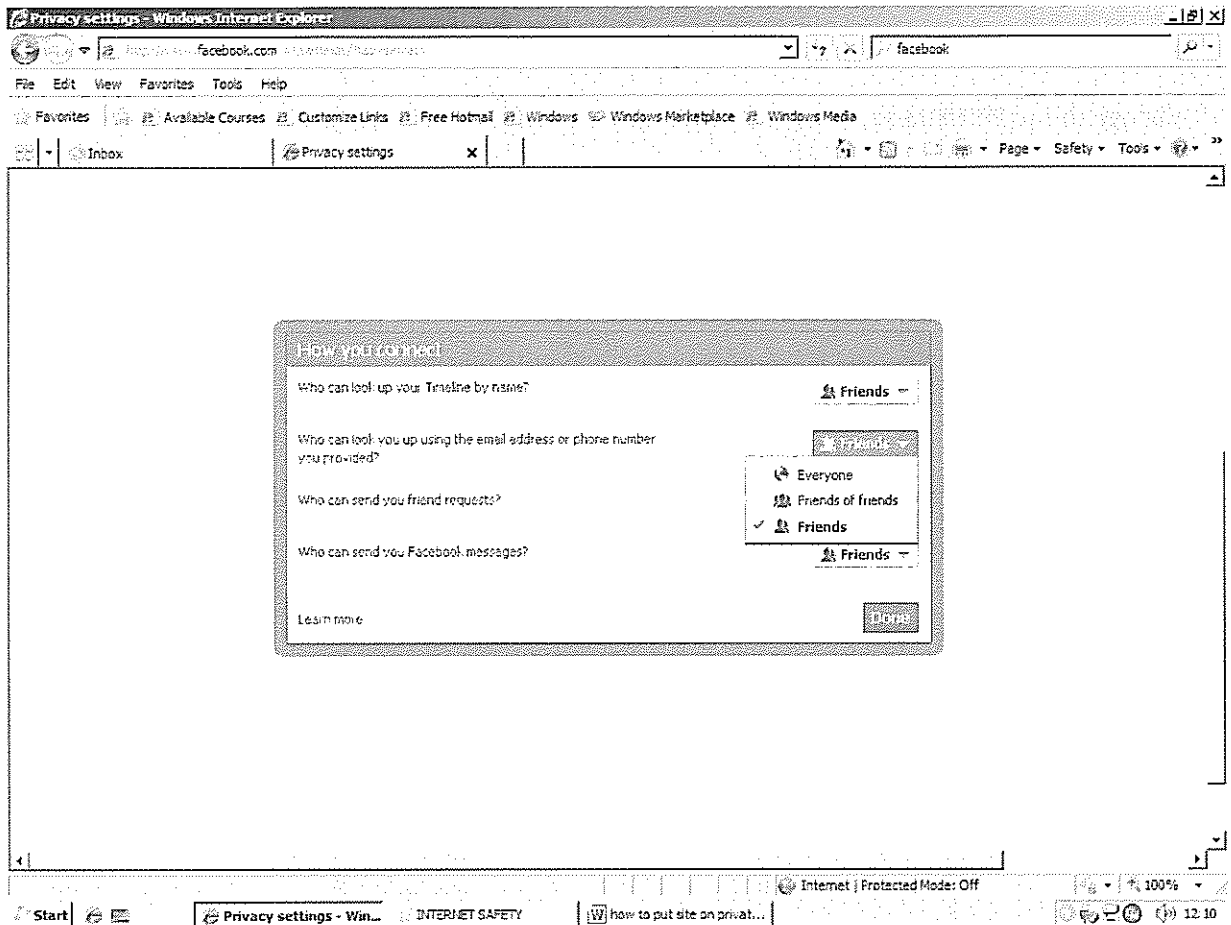
WHO CAN SEND YOU FRIENDS REQUESTS?

Same options as above but this can be left as **EVERYONE** as you can decide who to accept as a friend or decline if you don’t know them. The friend request does not get notified when you accept or decline

WHO CAN SEND YOU FACEBOOK MESSAGES?

Facebook messages are private messages through Facebook; it’s only between you and the sender. Same options as above, change this to **FRIENDS** if you do not want to receive private messages from everybody

Click done.



Click on the **EDIT SETTINGS** option beside **TIMELINE AND TAGGING**

WHO CAN POST ON YOUR TIMELINE?

Change settings to **FRIENDS** – again this means that only friends you have accepted can post on your timeline

WHO CAN SEE WHAT OTHERS POST ON YOUR TIMELINE?

Change this setting to **FRIENDS** to stop everybody seeing posts on your timeline

REVIEW POSTS FRIENDS TAG YOU IN BEFORE THEY APPEAR IN YOUR TIMELINE

Being tagged means someone mentions your name in a picture or post. If you are tagged the message/picture will be copied to your page.

On - This lets you see the picture/post to allow or disallow your name to be mentioned

Off – This means your name will be mentioned without your approval

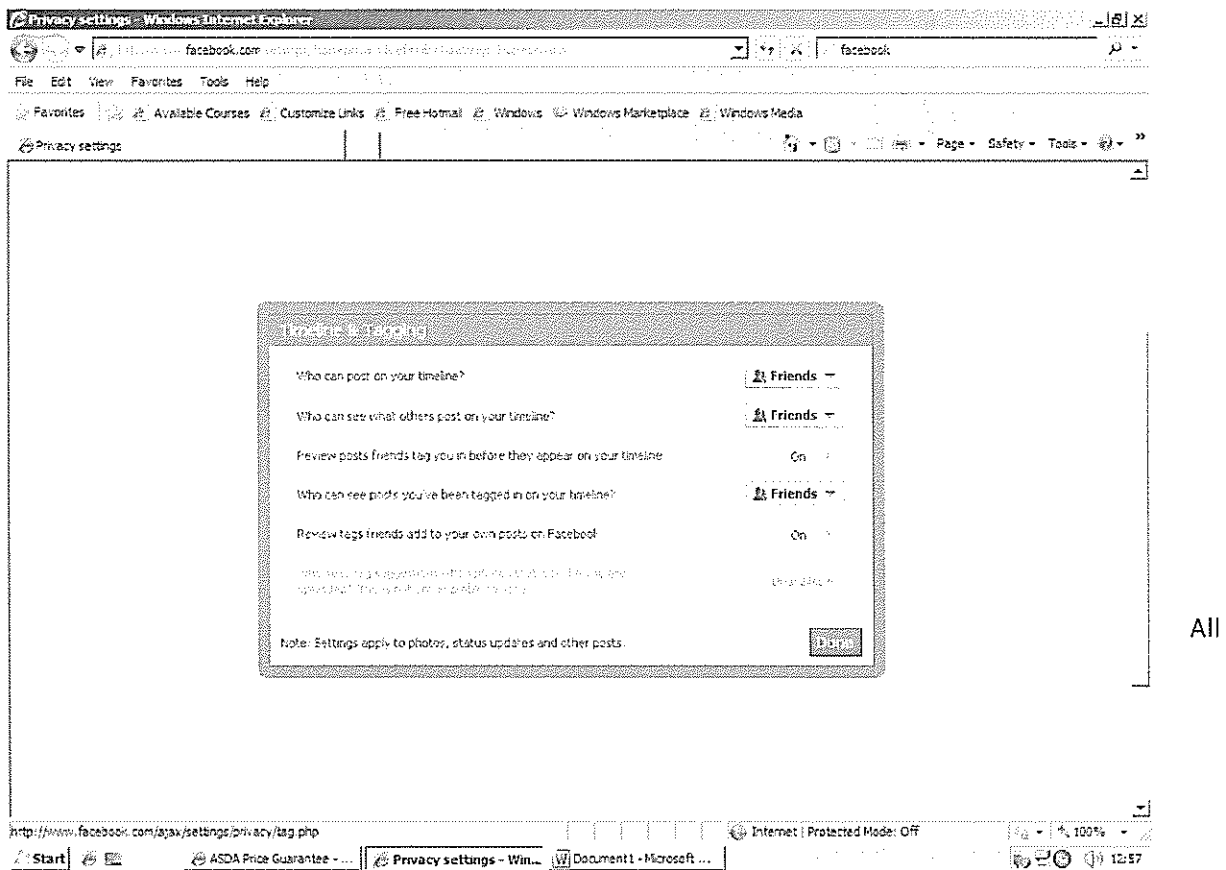
WHO CAN SEE POSTS YOU HAVE BEEN TAGGED IN ON YOUR TIMELINE?

Change this to **FRIENDS** so only your friends can see you have been tagged

REVIEW TAGS FRIENDS ADD TO YOUR OWN POSTS ON FACEBOOK

On – This allows you to approve the tag made by friends before it is made available to your accepted friends

Off – This means friends can tag your posts without your approval

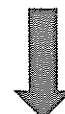


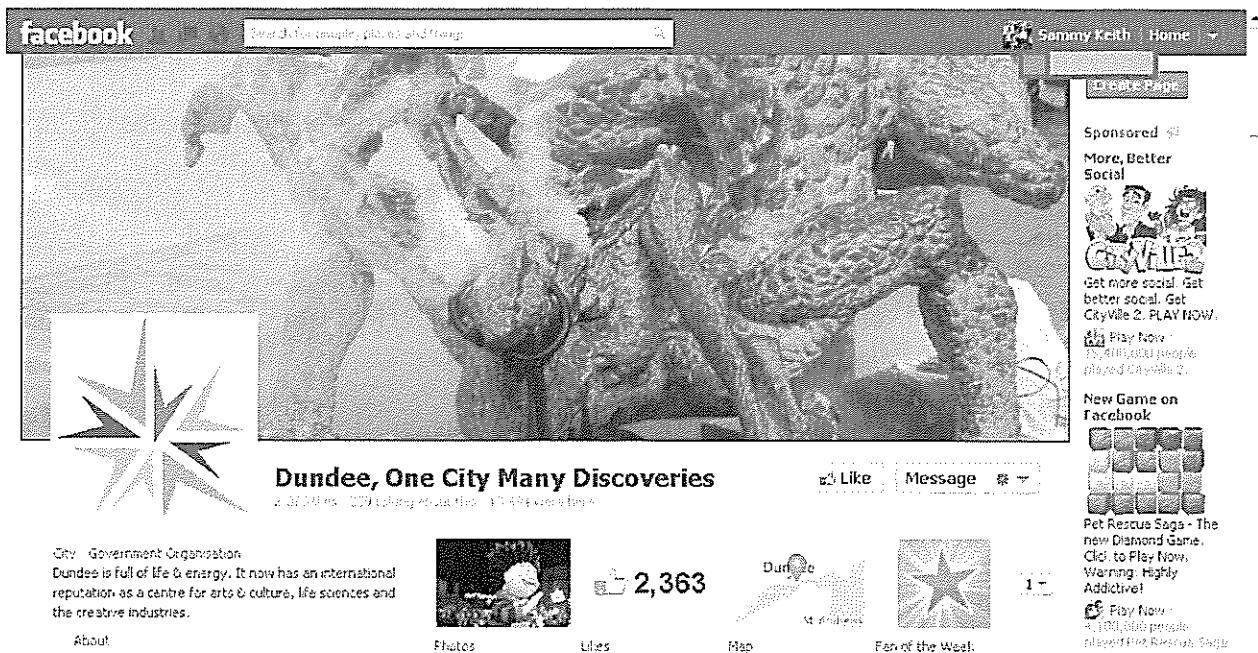
profile pictures are saved into GOOGLE images and are associated with your name if someone GOOGLES you (this can't be removed). You may wish to consider having a picture of something that doesn't identify you.

If you want to put pictures of yourself on your page put them in photo albums but make sure you have your privacy settings changed to **FRIENDS**.

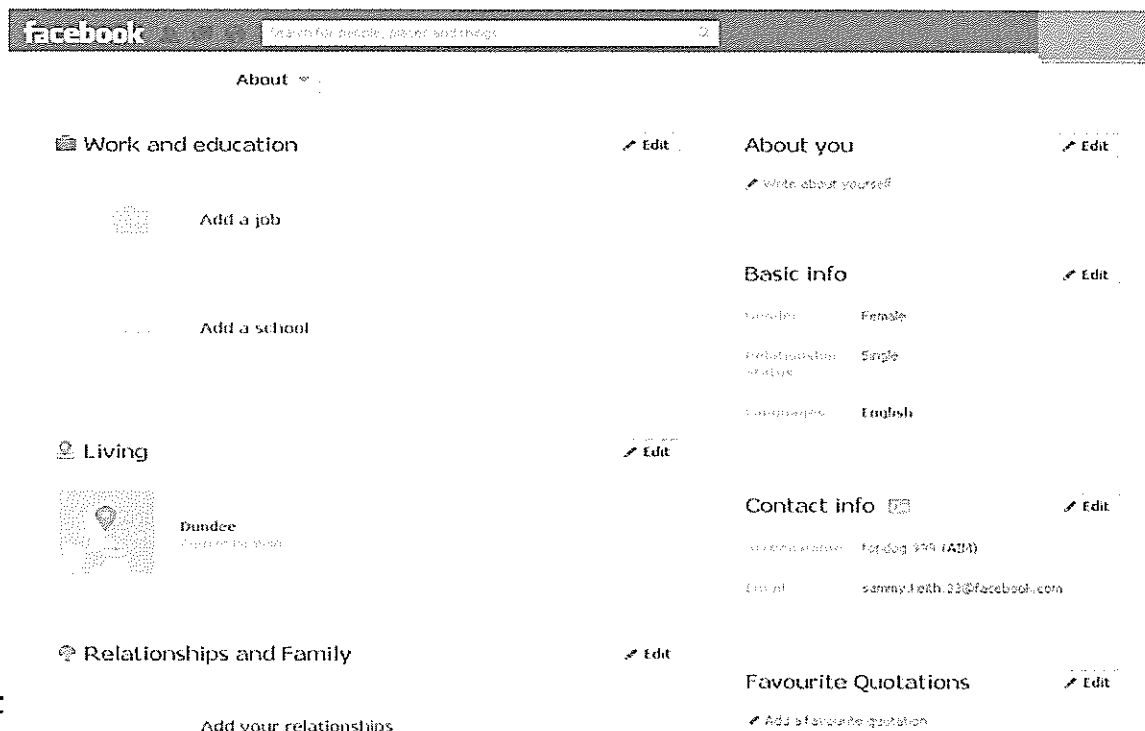
Remember Facebook updates and changes all the time, whenever they update it can change your privacy settings back to public view, so check it periodically.

Go onto your **TIMELINE** then click **ABOUT**





Check you don't have any personal information i.e. address, home number, mobile number etc. on there.



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Friend requests

People that request to be your friends; this gives them access to view your timeline and information.

Post

Status updates, photos or stories that are uploaded onto Facebook by you or your friends.

Photo album

Albums containing photos uploaded by you, photos you have been tagged in and photos you have shared.

Privacy settings

Your privacy settings let you manage basic privacy preferences, such as who can see your timeline, post on your timeline, send you friend requests and messages.

Private messages

Private messages are sent through Facebook that can only be seen by you and the sender.

Profile picture

Your profile picture is the main photo of you on your timeline. Your profile picture appears as a thumbnail next to your comments and other activity you post on Facebook.

Tagging

A tag links a person, page or place to something you post, or if somebody tags you it means they mention you in a picture or post. For example, you can tag a photo to say who's in the photo or post a status update and say who you're with.

Timeline

Your timeline is your personal profile page that is a collection of your photos, posts and information.

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 15 DECEMBER 2014
REPORT ON: REPORT ON OPERATIONAL RESTRICTIONS AND CLOSURES
REPORT BY: THE BRIDGE MANAGER
REPORT NO: TRB 26- 2014

1 PURPOSE OF REPORT

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

2 RECOMMENDATIONS

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

3 FINANCIAL IMPLICATIONS

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

4 POLICY IMPLICATIONS

- 4.1 None.

5. COMMENTARY ON 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 August 2014 and 31 October 2014 is given over:-

5.1.1 Single Carriageway Closure

Reason	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Operational	565	109	5
Breakdown	60	8	8
Misc. Incidents	265	73	4
Road works TRBJB	0	0	0
Road works Contractor Contra-flow	6870	2	3435

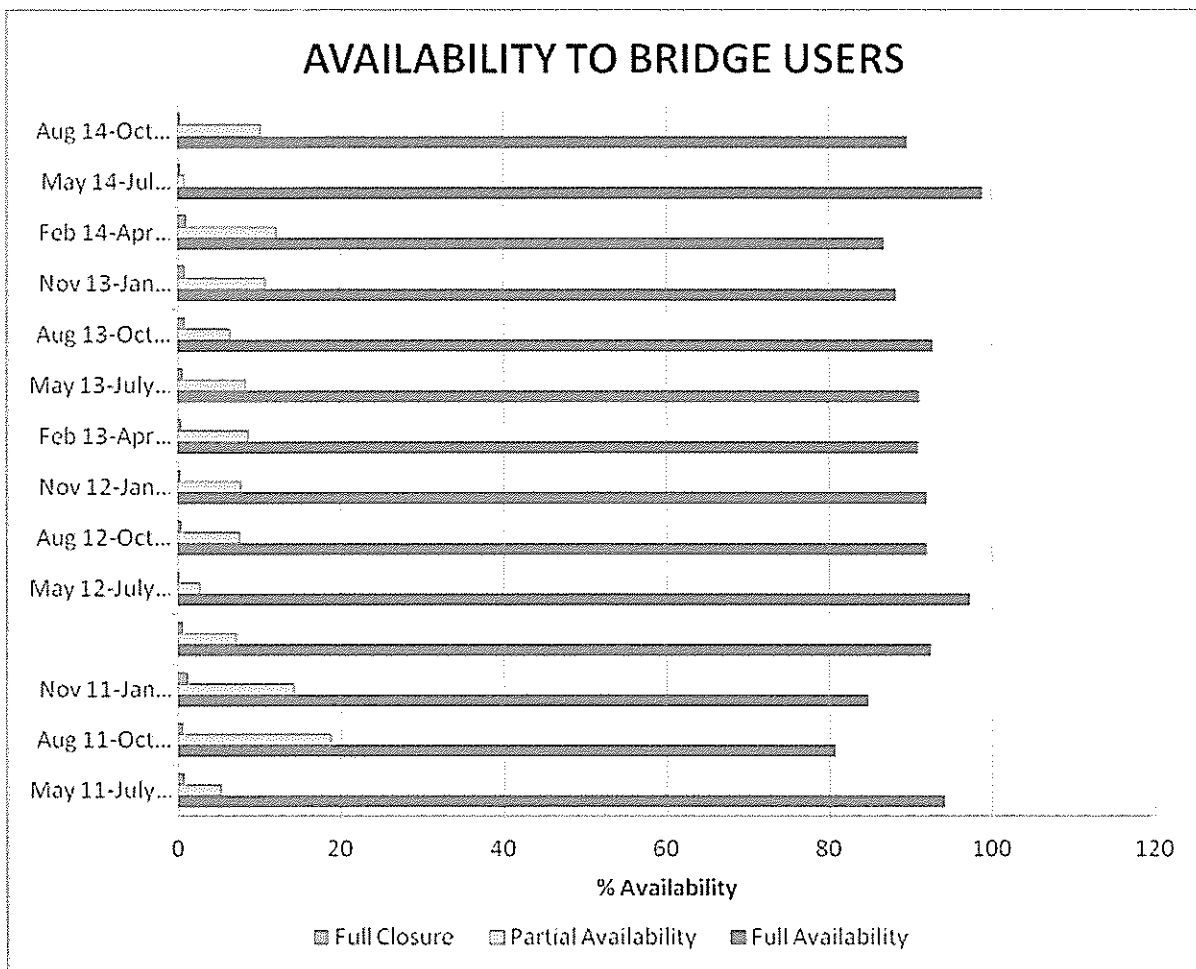
5.1.2 Full Bridge Closure

Reason	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Operational (Night Closures)	0	0	0
Police Incidents	323	7	46
Wind	0	0	0

5.1.3 High Winds/Weather Restrictions

Traffic restricted	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Double Deck Buses	4806	9	534
High Sided	855	2	428
All traffic	0	0	0

5.1.4 Availability of Bridge



	Aug 13-Oct 13	Nov 13-Jan 14	Feb 14-Apr 14	May 14 – Jul 14	Aug 14 – Oct 14
Full Availability	92.8	88.3	86.8	98.96	89.62
Partial Availability	6.4	10.8	12.14	0.98	10.13
Full Closure	0.8	0.9	1.06	0.06	0.25

Figure 1 – Comparison of Availability of Bridge to Users

Full closure remains low at 0.25%. Full availability has decreased this quarter, and this is predominantly as a result of the contra-flow operations.

5.1.5 Summary of Bridge availability 1 February to 30 April 2014

Full availability (No restrictions)	89.62 %
Partial Availability (Some restrictions)	10.13 %
No Availability (Full Closure)	0.25 %

6 CONSULTATIONS

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

7 BACKGROUND PAPERS

- 7.1 None

ALAN HUTCHISON
BRIDGE MANAGER
20 NOVEMBER 2014

REPORT TO: Tay Road Bridge Joint Board 15 December 2014
REPORT ON: Employment Equality Monitoring - Annual Report
REPORT BY: Bridge Manager
REPORT NO: TRB 28 -2014

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise the Board of the results of equality monitoring carried out in accordance with the Board's Single Equality Scheme and to report on the progress towards meeting the commitments made in the Scheme.

2 RECOMMENDATIONS

It is recommended that the Board:-

- 2.1 notes the information contained in Appendix 1;
- 2.2 approves the publication of the information contained in Appendix 1 on the Tay Road Bridge website.

3 FINANCIAL IMPLICATIONS

- 3.1 The financial implications are minimal and will be contained within the existing budget.

4 MAIN TEXT

- 4.1 The Board's Single Equality Scheme requires the monitoring information, contained at Appendix 1, to be reported annually.
- 4.2 The Board's Equality Monitoring Reports and Equality Scheme are published on the Tay Road Bridge website.

5 POLICY IMPLICATIONS

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti Poverty, Equality Impact Assessment and Risk Management.
- The publication of the monitoring data complies with the requirements of the Equality Act 2010.

6 CONSULTATION

- 6.1 The Clerk to the Board and the Head of Human Resources and Business Support, Dundee City Council, have been consulted in the preparation of this report.

7 BACKGROUND PAPERS

- 7.1 None.

Alan Hutchison
Bridge Manager

TAY ROAD BRIDGE - EQUALITY MONITORING INFORMATION - 2013-2014

1 **Staff in Post**

The following table contains the monitoring data for existing employees:-

1.1 **Ethnic Group**

Ethnic Group		No of Employees
White	Scottish	30
	Other British	3
	Other	1
Total		34

1.2 **Disability**

Disability	No of Employees
Disabled	1
Non-disabled	33
Total	34

1.3 **Gender**

Gender	No of Employees
Male	29
Female	5
Total	34

2 **Applicants for Employment**

In 2014, one Bridge Officer vacancy was advertised. The information gathered from the job vacancy application forms is as follows:-

2.1 **Bridge Officer**

Closing Date: 20/12/13

2.1.1

Ethnic Group		No of Applicants	No Interviewed	No Successful
White	Other	3	1	1
	Scottish	10	7	
	Other British	4	1	
Total		17	9	1

2.1.2

Gender	No. of Applicants	No Interviewed	No Successful
Male	17	9	1
Female			
Total	17	9	1

2.1.3

Disability	No. of Applicants	No Interviewed	No Successful
Disabled	1	1	
Non-disabled	16	8	1
Total	17	9	1

2.1.4

Age Group	No. of Applicants	No Interviewed	No Successful
16-25			
26-35	6	2	1
36-45	6	3	
46-55	3	2	
56 and over	2	2	
Total	17	9	1

2.1.5

Religion	No. of Applicants	No Interviewed	No Successful
None	4	2	1
Church of Scotland	8	6	
Roman Catholic	3	1	
Unknown	2		
Total	17	9	1

Nov 2014

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 15 DECEMBER 2014
REPORT ON: ENGINEERING WORKS
REPORT BY: ENGINEER TO THE BOARD
REPORT NO: TRB 33-2014

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 3 March 2014 where it was agreed 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.

Reference is also made to Article IV of the Tay Road Bridge Joint Board meeting of 16 June 2014 and Article II of the Tay Road Bridge Joint Board meeting of 15 September 2014 where the Board authorised the acceptance of a tender of £315,098.56 from Tayside Contracts for bridge deck surfacing maintenance repair works and noted the required overall expenditure of £350,000.00 including allowances of £34,901.44 for professional fees and contingencies. Alternative traffic management proposals at the south end of the Tay Road Bridge were then subsequently proposed providing a better entry into the contraflow system and realising savings of £50,000.

The works were successfully carried out over 3 weekends in October/November 2014 and the planned contraflow arrangements worked well. The cost of the works including professional fees is currently being finalised but is in the order of £290,000 which is within the revised budget of £300,000.

Allowances of £50,000 per annum have been made in the capital plan over the next 3 years to allow for any maintenance works to the carriageway surfacing and expansion joints that may be required pending the major resurfacing and expansion joint replacement works.

7.2 Pier Collision Protection Works

The Tay Road Bridge Pier Collision Protection project was completed on 19 December 2012. There was a 2 year maintenance period associated with the contract during which time any defects that may have arisen would be repaired by the Contractor. A recent inspection has confirmed that there are no defects and the retention monies of £389,221.17 will be released on 19 December 2014.

7.3 Scour Survey

As part of the ongoing bridge inspection regime, a pier scour survey of the river bed was carried out in June 2014. This was compared to previous scour surveys and it was confirmed that there was no significant variation from these surveys which date back to 1978. No action is currently required and the situation will continue to be monitored through further scour surveys at the recommended 6 year intervals.

7.4 Central Walkway Surfacing Replacement

The existing central walkway surfacing was laid during the central walkway refurbishment contract in 1998. The surfacing has been degrading over time such that replacement is now required as previously programmed. A trial area of textured GRP flooring board has been in place for 2 years now and has performed well and it is planned to replace the existing surface with this material over the whole length of the central walkway in 2015/16. The estimated cost of these works is £600,000 and tenders will be sought and reported to a future Board meeting for approval.

7.5 Cathodic Protection Monitoring Equipment

A cathodic protection (CP) system was installed over the years 1987 to 1994 to protect the reinforced concrete columns of the bridge from corrosion. Part of the system includes a power supply and systems monitoring equipment. The CP monitoring system is now 20 years old, nearing the end of its design life and using outdated software. As such an allowance of £150,000 has been made in the Capital Plan in 2016/17 to replace it.

7.6 Paintwork to Box Girders

Major repainting works were carried out to the bridge box girders from 1990 to 1995. The paint system had a required durability of no maintenance up to 6 years, minor maintenance at 6 to 12 years and major maintenance after 12 years. The paint system used was an acrylated rubber system and this type of paint system does not meet current requirements set out by the Environmental Protection Act,

is no longer readily available and cannot be used for large maintenance painting schemes.

It is proposed to carry out a full inspection of the 20 year old paint system on the bridge in 2015/16 and seek specialist advice as to the appropriate way forward. Given the age of the paint system it is considered prudent to make allowances within the Capital Plan currently with a view to starting in 2017/18.

A full report will be brought to the board in due course.

8 CONSULTATIONS

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

9 BACKGROUND PAPERS

- 9.1 None.

Fergus Wilson
Engineer to the Board

FW/EH

Dundee City Council
Dundee House
Dundee

5 December 2014