



Tay Road Bridge

Tay Road Bridge Joint Board

Health, Safety & Welfare Policy Statement

Health & Safety at Work etc Act 1974

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Reviewed by:	Neil Fergusson

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Approved for Issue:	Alan Hutchison
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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, welfare 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 health conditions;
- Provide appropriate resources and training to Board employees;
- Identifying and managing health and safety risks;
- Accessing and acting on competent advise;
- 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 Gary Holt
Chairperson
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, Safety & Welfare 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 provide support through Occupational Health services, including access to psychological services and physiotherapy services
- To provide trauma support services as required
- 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 of 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 health 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 Risk and COSHH assessment files.
- All persons shall receive training in how to record any near misses, accidents or incidents.
- All persons shall receive mental health and wellbeing awareness training.
- 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 at each management meeting
- Health and Safety will be covered in each person's 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:
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
N Fergusson	Acting Deputy Bridge Manager (ADBM)	All Maintenance Activities	Bridge Manager
N Fergusson	ADBM	Office Areas/Control Room	Bridge Manager
N Fergusson	ADBM	Civil/General Works Vehicle Maintenance	Bridge Manager
G Glancy	Maintenance Technician (Electrical)	Electrical	Bridge Manager
Supervisors (5 No.)	Duty Supervisor	Traffic and Vehicle Recovery	Bridge Manager

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:-
N Fergusson – Acting Deputy Bridge Manager
A Hutchison – Bridge Manager
2. The findings of the Risk Assessments will be reported to:-
A Hutchison – Bridge Manager
N Fergusson – Acting Deputy Bridge Manager
3. Action required to remove/control risks will be approved by:-
A Hutchison – Bridge Manager
N Fergusson – Acting Deputy Bridge Manager
4. Ensuring any actions arising from 3 above are implemented will be the responsibility of:-
A Hutchison – Bridge Manager
N Fergusson – Acting Deputy Bridge Manager
5. Checks to ensure that implemented actions have removed/reduced risks will be the responsibility of:-
A Hutchison – Bridge Manager
6. Risk assessments will be reviewed **regularly** or **when the work activity changes**. 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:-

- **N Fergusson – Acting Deputy Bridge Manager– Committee Chair and Representing Management**
- **S Howard Safety Rep Representing Staff**
- **G Glancy – Safety Rep Representing Staff**

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

Meetings of the Committee are fully minuted and these are displayed on Staff Notice Boards.

2. Consultation with employees is provided by:-

- **Health & Safety Committee Meetings – held quarterly**
- **Ad-hoc consultation as required**
- **All Staff Emails and “what’s happening around the bridge” presentations to staff from Bridge Manager**
- **Formal issue of Procedures via email to all staff for comment prior to implementation**

**(NB Formal meetings are difficult to organise due to shift working)
Management Open Door policy for all staff**

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 – Works Officer

G Glancy – Electrical Maintenance Technician

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

N Fergusson – Acting Deputy Bridge Manager

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

A Hutchison – Bridge Manager

N Fergusson – Acting Deputy Bridge Manager

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

Faults Register or if urgent contact N Fergusson – Deputy Bridge Manager

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

N Fergusson – Acting Deputy Bridge Manager

Safe Handling and Use of Substances

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

N Fergusson – Acting Deputy Bridge Manager

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

N Fergusson – Acting Deputy Bridge Manager

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

A Hutchison – Bridge Manager

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

A Hutchison – Bridge Manager

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

N Fergusson – Acting Deputy Bridge Manager

6. COSHH Risk assessments will be reviewed every **regularly** or **when the work activity changes**. 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:-

**Control Room
Staff Notice Board
Administration Office**

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

M Lannen – Bridge Inspector

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

N Fergusson – Acting Deputy Bridge Manager

Competency for Tasks and Training

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

A Hutchison – Bridge Manager
N Fergusson – Acting Deputy Bridge Manager
M Lannen – Bridge Inspector

2. Job specific training will be given by:-

A Hutchison – Bridge Manager
M Lannen – Bridge Inspector
N Fergusson – Acting Deputy Bridge Manager
External specialists as required

3. Specific jobs requiring special training are:-

Job	Training Required
Operative	Gantry Operation Confined Space Access Mobile Access Code of Practice Roadworks (Chapter 8) Code of Practice Roadworks (Chapter 8) Impact Protection Vehicle

4. Training records for staff are held in:-

Personal Files (Secure)
Training Database

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

A Hutchison – Bridge Manager
N Fergusson – Acting Deputy Bridge Manager

Accidents, First Aid and Work Related Ill Health

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

**Bridge Inspector
Supervisors
Operatives**

2. Health surveillance and Occupational Health referrals will be arranged by:-

C Fairweather – Administration Officer

3. Health surveillance records will be kept by:-

C Fairweather – Administration Officer

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

**Admin Office
Control Room
Mess Room
East and West Gantries
Fast 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
N Fergusson – Acting Deputy Bridge Manager
(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 by Management Report on findings of checks at regular Management Meetings

2. Responsibility for investigating accidents rests with:-

N Fergusson – Acting Deputy Bridge Manager

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

C Fairweather – Administration 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 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 Hutchison – Bridge Manager

2. Escape Routes are checked by/every:-

Offices – daily

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

M & S Fire Protection Ltd through DCC Framework Agreement/every 6 months – DCC Property Management hold records.

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

**Chubb Fire & Security through DCC Framework Agreement/
Maintenance visits March and September annually**

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

Fire Steward

6. Emergency evacuation drills will be held:-

Quarterly

With a debrief being held with fire stewards after every drill