



Tay Road Bridge

Tay Road Bridge Joint Board

Health, Safety and Welfare Policy

Health and Safety at Work etc Act 1974

Reviewed by:	Elaine McKay
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Next Review:	October 2025

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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.

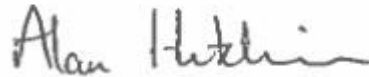
To demonstrate the Board's commitment to health and safety, the Board will ensure the following principles are met:-

- An active commitment from the Board on health, safety and welfare 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;
- Provision of 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 following the 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

Tay Road Bridge Joint Board – Health, Safety & Welfare Policy

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 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 healthy working 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;
- To review and revise this policy on an annual basis, or as necessary due to organisational or legislative changes;
- To ensure all staff are trained in how to acknowledge hazards in the workplace and have access to Risk and COSHH assessment files;
- To ensure all near misses, accidents or incidents are reported and recorded using a standard format;
- To provide mental health and wellbeing awareness training for all staff;
- To review health and safety data at each management meeting;
- To ensure health and safety is discussed during annual staff reviews.

Responsibilities

1. Overall and final responsibility for health and safety is that of Alan Hutchison, Bridge Manager.
2. To ensure that health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Position	Responsibility	Responsible to
Matt Lannen	Bridge Inspector	Maintenance Activities Civil/General Works Vehicle Maintenance	Bridge Manager
Elaine McKay	Business and Operations Manager	Office Areas Control Room	Bridge Manager
Supervisors	Duty Supervisor	Traffic and Vehicle Recovery	Bridge Manager

3. 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;
 - Report all health and safety concerns to an appropriate person (as detailed above).

Health and Safety Risks

1. Risk assessments will be undertaken by:-
 Matt Lannen, Bridge Inspector
 Alan Hutchison, Bridge Manager
2. The findings of the Risk Assessments will be reported to Alan Hutchison, Bridge Manager.
3. Action required to remove/control risks will be approved by Alan Hutchison, Bridge Manager.
4. Ensuring any actions arising from 3 above are implemented will be the responsibility of Alan Hutchison, Bridge Manager.
5. Checks to ensure that implemented actions have removed/reduced risks will be the responsibility of Alan 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 employees and Trade Unions on health and safety related matters and is committed through holding regular team meetings and the formation of a Health and Safety Committee to ensure that a suitable forum is provided for discussion.

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

Management

- Matt Lannen, Bridge Inspector – Committee Chair
- Elaine McKay, Business and Operations Manager
- Catriona Fairweather, Administration and Resources Officer

Employees

- Supervisor
- Operative

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

2. Consultation with employees is undertaken by:-

- Health & Safety Committee Meetings – held quarterly;
- Ad-hoc consultation as required;
- 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 Matt Lannen, Bridge Inspector.
2. The drawing up of effective maintenance procedures is the responsibility of Matt Lannen, Bridge Inspector.
3. Ensuring that all identified maintenance is implemented is the responsibility of:-

Alan Hutchison, Bridge Manager
Matt Lannen, Bridge Inspector

4. Any problems found with plant and equipment should be reported through the Faults Register or if urgent contact Matt Lannen, Bridge Inspector.

5. Checking that all new plant and equipment meets the required health and safety standards is the responsibility of Matt Lanne, Bridge Inspector.

Safe Handling and Use of Substances

1. The identification of all substances requiring a COSHH assessment is the responsibility of Alan Hutchison, Bridge Manager.
2. The undertaking of COSHH assessments is the responsibility of Alan Hutchison, Bridge Manager.
3. Ensuring that all actions identified in the assessments are implemented is the responsibility of Alan Hutchison, Bridge Manager.
4. Ensuring that all relevant employees are informed about COSHH assessments is the responsibility of Alan Hutchison, Bridge Manager.
5. Assessing the COSHH implications of materials prior to purchase is the responsibility of:-

Alan Hutchison, Bridge Manager
Matt Lannen, Bridge Inspector
6. COSHH Risk Assessments will be reviewed regularly or when the work activity changes. The results of the reviews will be formally recorded, controlled documents will be 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:-

Staff Notice Board
Administration Office
2. Supervision of young workers/trainees will be undertaken by Matt 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 Matt Lannen, Bridge Inspector.

Competency for Tasks and Training

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

Alan Hutchison, Bridge Manager
Matt Lannen, Bridge Inspector

2. Job specific training will be given by:-

Alan Hutchison, Bridge Manager
Matt Lannen, Bridge Inspector
External specialists as required.

3. Specific job related training is required for Operatives for the following:-

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

4. Training records for staff are held securely in personal files and in the training spreadsheet.

5. Training will be identified by an annual staff review process and will be arranged and monitored by:-

Alan Hutchison, Bridge Manager
Elaine McKay, Business and Operations Manager
Catriona Fairweather – Administration and Resources Officer

Accidents, First Aid and Work Related Ill Health

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

Bridge Inspector
Supervisor
Operative

2. Health surveillance and occupational health referrals will be arranged by Catriona Fairweather, Administration and Resources Officer.

3. Health surveillance records will be kept by Catriona Fairweather, Administration and Resources Officer.

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

Administration Office
Control Room
Mess Room
East and West Gentries
All Vehicles

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

Matt Lannen, Bridge Inspector– Qualified First Aider
Goeff Willis, Supervisor – 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 (staffed 24 hours).
7. Reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive is the responsibility of:-

Alan Hutchison, Bridge Manager
Elaine McKay, Business and Operations Manager

Monitoring and Reporting

To check working conditions and ensure that safe working practices are being followed, random checks will be undertaken.

1. Responsibility for investigating accidents rests with Elaine McKay, Business and Operations Manager.
2. Responsibility for investigating work-related causes of sickness absences rests with Catriona Fairweather, Administration and Resources Officer.
3. Responsibility for acting on investigation findings to prevent a recurrence rests with Alan Hutchison, Bridge Manager.
4. Responsibility for preparing and submitting Annual Health & Safety Report to the meeting of the Tay Road Bridge Joint Board rests with Alan Hutchison, Bridge Manager.

Emergency Procedures – Fire and Evacuation

1. Responsibility for ensuring that a fire risk assessment is undertaken and implemented rests with Alan Hutchison, Bridge Manager.
2. Escape routes of offices are checked/monitored on an ongoing basis.
3. Fire extinguishers are maintained and checked.
4. Fire Alarms are maintained and tested.
5. The fire alarm will be sounded regularly from a different call point on a rotational basis, with records being kept by Catriona Fairweather, Fire Steward.
6. Emergency evacuation drills will be held quarterly with a debrief afterwards.