



Tay Road Bridge

Tay Road Bridge Joint Board

Health & Safety Policy Statement

Health & Safety at Work etc Act 1974

Prepared by:	Alan Hutchison
Reviewed by:	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 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



Cllr Stewart Hunter
Chairman
Tay Road Bridge Joint Board



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 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 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

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21 / 11 / 17

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
B Angus	Maintenance Manager	All Maintenance Activities	Bridge Manager
B Angus	Maintenance Manager	Office Areas/Control Room	Bridge Manager
N Fergusson	Bridge Inspector	Civil/General Works	Maintenance Manager
G Glancy	Maintenance Technician (Electrical)	Electrical	Maintenance Manager
Operational Supervisors (5 No.)	Operational Duty Supervisor	Traffic and Vehicle Recovery	Bridge Manager

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:-

B Angus – Maintenance Manager
N Fergusson – Bridge Inspector
A Hutchison – Bridge Manager

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

A Hutchison – Bridge Manager
B Angus – Maintenance Manager

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

A Hutchison – Bridge Manager
B Angus – Maintenance Manager

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

B Angus – Maintenance Manager
N Fergusson – Bridge Inspector

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

A Hutchison – Bridge Manager
B Angus – Maintenance Manager

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:-

B Angus – Maintenance Manager – Committee Chair and Representing Management

G Glancy – Safety Rep Representing Maintenance Staff

S Howard – Safety Rep Representing Operational 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/six monthly

Ad-hoc consultation as required

All Staff Emails 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 – Bridge Inspector
G Glancy – Electrical Maintenance Technician

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

B Angus – Maintenance Manager

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

A Hutchison – Bridge Manager
B Angus – Maintenance Manager

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

B Angus – Maintenance Manager
N Fergusson – Bridge Inspector

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

B Angus – Maintenance Manager

Safe Handling and Use of Substances

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

N Fergusson – Bridge Inspector

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

B Angus – Maintenance Manager

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

N Fergusson – Bridge Inspector

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

B Angus – Maintenance Manager

N Fergusson – Bridge Inspector

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

B Angus – Maintenance Manager

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 – Bridge Inspector

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

B Angus – Maintenance Manager

Competency for Tasks and Training

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

B Angus – Maintenance Manager
A Hutchison – Bridge Manager
N Fergusson – Bridge Inspector

2. Job specific training will be given by:-

A Hutchison – Bridge Manager
B Angus – Maintenance Manager
N Fergusson – Bridge Inspector
External specialists as required

3. Specific jobs requiring special training are:-

Job	Training Required
Maintenance Operative	Gantry Operation Confined Space Access Mobile Access Code of Practice Roadworks (Chapter 8)
Bridge Officer	Code of Practice Roadworks (Chapter 8) Vehicle Recovery 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
B Angus – Maintenance Manager

Accidents, First Aid and Work Related Ill Health

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

Bridge Inspector
Bridge Supervisors
Bridge Officer
Maintenance Operative

2. Health surveillance will be arranged by:-

B Angus – Maintenance Manager
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
Maintenance 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
B Angus – Maintenance 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 (maximum interval quarterly) by Management
Report on findings of checks at regular Management Meetings**

2. Responsibility for investigating accidents rests with:-

B Angus – Maintenance Manager

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

B Angus – Maintenance Manager

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:-

B Angus – Maintenance 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

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 weekly 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