

Attachment 7.1 Notification of Incidents

Table 7.1.1 Notification of Incidents

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Time	Contact	Major Incidents and Critical Incidents			Minor Incident		
		By	How	When	By	How	When
Normal	CAT 1	TRISS or ILO	Telephone	Immediate	N/A	N/A	N/A
Working Hours (Mon 0800 – Fri 1600)	TSOISC	TRISS or ILO	Telephone*	Immediate	TRISS or ILO	Telephone*	Immediate
	ILO	TRISS or ISU	Telephone	Immediate	TRISS or ISU	Daily Record	End of shift
	TRT	ILO	Telephone	Immediate	N/A	N/A	N/A
Outside Normal Working Hours	TEM	ILO	Email	Immediate	N/A	N/A	N/A
	CAT 1	TRISS or ILO	Telephone	Immediate	N/A	N/A	N/A
	TSOISC	TRISS or ILO	Telephone*	Immediate	TRISS or ILO	Telephone*	Immediate
	ILO	TRISS or ISU	Telephone	Immediate	TRISS or ISU	Daily Record	End of shift
	TEM	ILO	Email	Immediate	N/A	N/A	N/A

Notes

- 1) In addition to the reporting of Major, Critical and Minor Incidents above, the Operating Company must follow and implement the guidance provided in Appendix 7 – Incidents Attachment 7.3 Fatal Accident Notification in the notification of road traffic Incidents involving fatalities.
- 2) CAT1 = Category 1 responder in accordance with the Civil Contingencies Act 2004
- 3) TSOISC = Traffic Scotland Operations and Infrastructure Service Contractor

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- 4) ILO = Incident Liaison Officer
- 5) TRT = Transport Resilience Team – The primary purpose of the TRT is to support the operational response by the Operating Company and report to the Scottish Ministers on the issues and actions taken. The current contact details for the Transport Resilience Team (TRT) to be notified is as follows: **REDACTED, REDACTED or REDACTED**
- 6) TEM = Transport Emergencies Mailbox – Mail box used to provide information to Transport Scotland staff alerting them to issues or possible situations to enable them to respond accordingly ----- **REDACTED**----- . In addition this mailbox is to be used to inform Transport Scotland staff of the date of any post Incident debriefing.
- 7) TRISS = Trunk Road Incident Support Service
- 8) Telephone = TRISS personnel contact TSOISC via Airwave radio
- 9) Daily record = Daily Record Sheet (See Appendix 7 – Incidents Attachment 7.4 Daily Record Sheet)
- 10) In addition this mailbox is to be used to inform Transport Scotland staff of the date of any post incident debriefing

Attachment 7.2 Designated Trunk Road Support Service Route

Table 7.2.1 Patrol Area	
Item	Route
1	A720 between Gogar and Old Craighall.
2	A1 between Old Craighall and Haddington.
3	M90 between M9 J1a and M90 Junction 3 (Halbeath)
4	A90 between Dalmeny and M90 Junction 1 (Scotstoun)
5	A977 between Kilbagie Roundabout and A985 Longannet Roundabout.
6	A823(M) Pitreavie Spur
7	A876 / M876 between Kilbagie Roundabout and M9 Junction 7.
8	A985 between M90 Junction 1C (Admiralty) and A876 Higgins Neuk Roundabout including Kincardine Bridge.
9	A9000 between M90 Junction 1 (Scotstoun) and Ferrytoll Junction including Forth Road Bridge (southbound includes the Public Transport Corridor between Echline and the A90 at Scotstoun, and northbound includes the slip road on to the Forth Road bridge from Echline and the slip from the A90 to the B800)
10	M8 Junction 1 to Junction 6
11	M9 from M8 to M9 Junction 11 (A9 Kier Roundabout)
12	M80 Junction 8 to Junction 9
13	M876 (M80 to M9)

Attachment 7.3 Fatal Accident Notification

FATAL ACCIDENT NOTIFICATION (PART 1)

ACCIDENT REFERENCE

ACCIDENT DETAILS

Locus			
Route No and c/way type		Grid Reference	
Time		Day	Date
Council Area		Police Area	Police Ref No
Weather			Road Condition
Road Works			Light condition

DESCRIPTION OF CIRCUMSTANCES

VEHICLE DETAILS

CASUALTY DETAILS

Prepared by:

Date

Sent to:

TS Area Manager

TS Strategic Road Safety Officer

*The Operating Company shall inform Transport Scotland's area manager, network manager, area network manager and strategic road safety officer immediately by email after the Incident and submit this form within 24 hours.


**At an appropriate time after the Incident, ordinarily within 28 days, the Operating Company shall arrange a suitable date to visit the site with representatives from Transport Scotland's

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accident investigation team and Police Scotland to record the nature of the locus and establish whether any further details have come to light. The site visit is intended to ascertain at that time whether an AIP investigation is worthwhile. Following the site visit, Part 2 of this form shall be completed and submitted electronically to Transport Scotland.

FATAL ACCIDENT NOTIFICATION

LOCATION PLAN

A large empty rectangular box with a black border, intended for a location plan. The box is currently blank.

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PHOTOGRAPHS

<p><i>No of photos at OC's discretion</i></p>	
	<p><i>No of photos at OC's discretion</i></p>

**FATAL ACCIDENT NOTIFICATION
DETAILS OF EMERGENCY RESPONSE OPERATIONS UNDERTAKEN BY THE
OPERATING COMPANY**

ADDITIONAL NOTES

JOINT SITE OBSERVATIONS

ACCIDENT REFERENCE

ACCIDENT DETAILS

Locus					
Route No and c/way type		Grid			
Time		Day		Date	
Council		Police Area		Police Ref No	
Weather			Road		
Road Works			Light		

SITE VISIT DETAILS

Day/Date and time of inspection			
Weather at time of site		Road	
Attendees at meeting			

OVERALL DESCRIPTION OF THE LOCUS AND SITE OBSERVATIONS

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C/Way type and width		Road Surface	
Speed Limit		Road Studs	
Is kerbing present?		Drainage type	
Is footway present?		Verge width	
Carriageway markings		Street Lighting	
Road signs or safety barrier present		Other street furniture	
Pedestrian Crossing		Vehicle hit object off c/way	

3 YEAR ACCIDENT HISTORY (IF APPLICABLE)

FATAL ACCIDENT REPORT FORM SUPPLEMENTARY PHOTOGRAPHS

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SUMMARY

As a result of discussions and information gathered from the site visit as well as consideration given to the concentration and level of accidents throughout the network it is suggested that:

Tick as appropriate

- a) An accident investigation report is undertaken as part of the current year's programme
- b) An accident investigation study is not required at this time.
- c) A copy of the Police Scotland fatal accident report is obtained when it becomes available

Prepared by: Date
Sent to: TS Area Manager
 TS Strategic Road Safety Officer

- ⇒ A copy of the form should be retained by the OC and copies submitted to TS and Police Scotland.

FATAL ACCIDENT PROCEDURES GUIDE

The Operating Company shall notify the following personnel within Transport Scotland in the case of an Incident involving a fatality **immediately by e-mail**:

Area Manager

Network Manager

National Network Manager

Strategic Road Safety Officer -----REDACTED-----

A detailed report using Part 1 of this form shall be submitted to the Area Manager and Strategic Road Safety Officer by Electronic Copy within **24 hours** of the incident. It shall include, but not be limited to, the following information:

- ⇒ Location (preferably with plan)
- ⇒ Brief description of the circumstances
- ⇒ Photographs of the location if possible
- ⇒ Details of casualties and vehicles involved
- ⇒ Details of road conditions
- ⇒ Information such as weather, roadworks, and furniture
- ⇒ Outline of the emergency response undertaken
- ⇒ Information about the deceased or the Police Scotland incident reference number

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A joint site observation at the locus should be undertaken by the Operating Company's AIP representative, Transport Scotland's Strategic Road Safety Officer and Police Scotland, ordinarily within 28 days, of the incident.

A detailed report using Part 2 of the incident reporting procedure shall be submitted to the Area Manager and Strategic Road Safety Officer within **5 Working Days** of the site visit having been carried out.

Attachment 7.4 Daily Record Sheet

Patrol Routes:

Date: Day:

Operative Names:

1. No. of Incidents attended (Line out for each attended)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45

2. Incident Call Outs - Insert Reference Number

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

3. Incident(s) of Note - Insert Reference Number

1.	2.
3.	4.

4. Defect Identification - Insert Reference Number

1.	5.
2.	6.
3.	7.
4.	8.

5. Roadside Assistance to Public

Route and Location	Nature	Time Spent (Minutes)
1.		
2.		

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3.		
4.		

6. Assistance Rendered to Police (other than Incident Call Outs)

Route and Location	Nature	Time Spent (Minutes)
1.		
2.		
3.		
4.		

7. Safety Patrol(s)

Route	Duration	No. of Faults/Issues
1.		
2.		
3.		
4.		

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**8. Updates for the Traffic Scotland Operations and Infrastructure Services Contractor
and other agencies**

(for example - required Lane closures, Severe Weather, excess surface water)

Time(s)	Route and Location	Nature
1.		
2.		
3.		
4.		

9. Any other information not shown previously (continue overleaf if required).

Completed Daily Logs shall be forwarded to the Operating Company at the end of each shift.

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3. Impacts of the OC Activities on the Journey Time Reliability of the Unit

3.1 Statutory Undertakers / Local Authorities / 3rd Parties

Text plus graphs (showing monthly number of activities by organisation and by route)

3.2 Planned Works

List and text

3.3 Unplanned Works

Text

3.4 Third Party Works (inc Traffic Scotland)

Text

3.5 Incident Intervention

4. Overview of Network Performance

Text – to include journey time information as a result of issues such as OC activities, increased traffic flows, incidents on local network and weather

5. Recommendations for Proposed Improvements from Impact of OC Activities

Text

6. Summary of Incidents

Text and graphs (number by type and by route)

Table (Critical Incident Details)

7. Council Liaison Meeting Actions Register

Meeting	Issue/Action Description	Action By	Date Raised	Target Date	Comments

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8. Council Liaison Meeting Schedule

Council	Location	Last Meeting	Next Meeting

Attachment 7.6 Critical Incident Debrief Form

QMS Doc No		Critical Incident Debrief
Issue/Rev No		
OC Unit		
Page No	1 of	

Incident & Meeting Details

Incident Ref No	
Date & Time	
Location	
Incident Type	
Detailed Description	
3 rd Parties attending the incident (e.g. SEPA, LA, Police Scotland, Transport Scotland, Traffic Scotland.....)	
Closure Duration (hours)	
SIDR (if implemented)	
Date of Debrief	
OC Debrief Attendees	
3 rd Party Debrief Attendees (e.g. SEPA, LA, Police Scotland, Transport Scotland, Traffic Scotland.....)	
Cold Debrief required	Yes/No
Non-Conformance raised	Yes/No

