

# **Rochester Bridge Trust**

## **Service Bridge Access Procedure for Statutory Undertakers**

### **1. Introduction**

The Service Bridge is located between the Old Bridge and the New Bridge, spanning the River Medway. The bridge carries utility services including gas, water, electricity and telecommunications. The structure is owned by the Rochester Bridge Trust.

From time to time, Statutory Undertakers need to gain access to the structure to inspect and maintain their services. This document provides guidance and details of the procedures Statutory Undertakers should follow to obtain access to their apparatus in the Service Bridge. Access and egress points into the Service Bridge are from the Rochester and Strood service wells at either end of the bridge via a secure door.

This document does not in any way amend, alter or replace the Statutory Undertakers rights or obligations under the Rochester Bridge Act 1965 or relevant Deeds of Grant.

### **2. Notifying the need for access**

During normal working hours, any Statutory Undertaker requiring access to the Service Bridge must contact the Trust in the first instance to book a time slot. A minimum notice period of 14 days must be given prior to the access date.

The initial request for access must be made by the relevant Statutory Undertaker. Requests from agents or contractors will not be accepted.

Information can be provided to the Trust either by email using [enquiries@rbt.org.uk](mailto:enquiries@rbt.org.uk) or in writing to:

*The Bridge Manager  
Rochester Bridge Trust  
St Andrew's House  
The Precinct  
Rochester  
ME1 1SU*

The Statutory Undertaker requesting the access should provide the following information,

- Name of Statutory Undertaker requesting the access.
- Contact details of Statutory Undertaker's representative making the request – name, address, email, telephone number, mobile number, including details of those persons accessing the Service Bridge.
- Date and time of required access.
- Purpose of the access – inspection, testing, maintenance, renewal, etc.
- Duration of the visit.
- Name of any agent or sub-contractor organisation acting on behalf of the Statutory Undertaker.
- Contact details of agents acting on behalf of a Statutory Undertaker – name, address, email, telephone number, mobile number of those requesting access.

The Trust will review the request, paying particular attention to the work that is to be carried out.

Once the Trust is content with the information supplied by the Statutory Undertaker, the Trust will forward the details to the Trust's Term Maintenance Contractor (TMC) who will

liaise with the Statutory Undertaker to confirm the date and time of the access, the meeting point, and any other instructions.

If the reason for the access to the Service Bridge is to carry out physical works - particularly if it involves 'hot works' - the Trust will require the Statutory Undertaker (or their agents) to provide adequate risk assessments and method statements (RAMS) for the Trust's review.

The Service Bridge is provided with natural ventilation and is not classified as a confined space for the purpose of inspection. However, the Statutory Undertaker or their agent will be required to make their own confined space risk assessment, with regard to the nature of the proposed works, and implement appropriate measures.

The RAMS should include a detailed programme of work and working hours and must be submitted to the Trust at least 7 days in advance of the access date.

If the Statutory Undertaker intends to remove any of its existing apparatus, the Trust should be notified of the location and the quantity to be removed in the RAMS.

If the Statutory Undertaker intends to install new items of apparatus, the location, type and quantity must also be identified in the RAMS. Once installed, the Statutory Undertaker shall 'tag' their new asset with the name and details of the service at intervals of no less than 25 metres.

Once the Trust has completed its review of the RAMS, it will notify the Statutory Undertaker and inform the TMC to confirm that the Service Bridge access may proceed. The Trust will provide the TMC with a copy of the RAMS for information.

The Trust may ask for evidence of Employers, Public & Product Liability insurance depending upon the nature of the proposed works.

Where shorter notice periods are required, the Statutory Undertaker must email details, supporting documentation and preferred access date(s) to [enquiries@rbt.org.uk](mailto:enquiries@rbt.org.uk) giving as much notice as possible.

### **3. Details of Access Procedure**

On the date and time of the access booking, the TMC will meet the Statutory Undertaker at the designated meeting point.

The TMC will provide the Statutory Undertaker with a safety induction and final instructions. The TMC will record the names and contact details of the Statutory Undertaker's staff accessing the Service Bridge (or their agent's details). Details required will be name, name of organisation, email address and mobile telephone number.

Names will be checked against an appropriate photographic ID such as a staff ID or a driving licence/passport. The Statutory Undertaker must also provide the TMC with a contact at their designated office in the event of an emergency.

The TMC will escort the Statutory Undertaker to the appropriate access point and provide any final instructions/information. The TMC will record the time access is granted.

The TMC will not necessarily maintain an attendance whilst the Statutory Undertaker carries out the approved work, however the TMC will provide the applicant with an appropriate contact name and telephone number who the Statutory Undertaker can contact when required.

#### **4. Exit Procedure**

The Statutory Undertaker should contact the TMC using the contact details provided, 30 minutes before completion of works and vacating the Service Bridge.

The TMC will check the full length of the Service Bridge before securing the access.

Once the TMC has ensured the area is safe, tidy, and secured, they will record the time of the closure.