



Highways Safe Working Practices

1. In all cases where excavations are intended to be made in any part of the public highway it will be necessary to carry out the following procedure to meet the conditions of the legislation currently in force.
 - 1.1 Before commencing the work a Road Opening Notice must be sent to the Highways and Engineering Department.
 - 1.2 Temporary reinstatement must be undertaken and maintained in a safe condition until such time as the permanent reinstatement is undertaken and accepted by the Highways and Engineering Department.
 - 1.3 On completion of the work a Notice of Completion must be sent to the Highways and Engineering Department so that the final permanent reinstatement may be carried out.
 - 1.4 Where excavations are likely to involve the Public Undertakers services (cables, wires, pipes, etc.) 3 days notice of intent should be given. In the event if any damage caused to such services during the course of the work appropriate owners should be informed immediately.
2. At all time traffic signing of the work must be carried out in accordance with Chapter 8 of the Traffic Signs Manual 1991 together with such other conditions as the Council may require.
3. Attention is drawn to the provisions of Sections 171, 172 and 173 of the Highways Act, 1980 and Sections 35 and 42 of the Torbay Corporation Act 1971 (see below) which must be strictly complied with together with any other requirements of the Council.
4. If hoarding or scaffold restricts the passage of pedestrians on the footway, provisions must be made by means of a properly constructed temporary footway with handrail to serve as a footway for pedestrians outside the hoarding or fence. It should be adequately lit at all times during the hours of darkness, that is between half an hour after sunset and half an hour after sunrise, or at such times as requested by the Engineer. Where the proposed site of the scaffolding is less than 18 inches (450mm) from the edge of the footway or encroaches into the carriageway timber baulks of 12 inches x 12 inches (300mm x 300mm) section must be provided, painted white, securely fastened to the carriageway structure or adjacent to the temporary footway at the foot of and for the whole length of the scaffolding to form a kerb along the

carriageway edge, in accordance with the Health & Safety Regulations and to protect the hoarding/fence and/or scaffolding against impact damage particularly by motor vehicles.

5. The contractor will ensure that the hoarding/fence and/or scaffolding is erected in a proper, workmanlike and safe manner conforming to British Standards, with particular regard to the protection of the public and will adhere to any reasonable instruction given by the Council for the purpose of protecting or giving access to any equipment belonging to or used or maintained by any Statutory Undertakers
6. The hoarding/fencing and/or scaffolding for which the Licence has been granted for the specific period must be kept and maintained in good order and condition to protect members of the public and the amenities of the neighbourhood. In addition the street and footway around the structure must be kept clear of building materials, equipment and spillages so as not to be injurious to members of the public and/or their property.
7. Any door forming part of the hoarding/fence must not be hung so as to open outwards across any part of the public footpath or highway.
8. The name and telephone number of the contractor shall be displayed on a notice board firmly fixed to the structure. No other notice or anything in the nature of a notice, advertisement or fly posting shall be displayed in any form on or from such hoarding/fence, which must be painted white or in company's colours, and/or scaffolding or other structure without the approval of the Council unless written consent is granted for such a purpose subject to such terms as the Council stipulates.
9. The licensee must be covered by Public Liability Insurance which must indemnify the Highway Authority from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to the presence of the hoarding/fence and/or scaffolding.
10. The scaffolding shall be fanguarded and close boarded on the first lift for the protection of the public if instructed by a Council official.
11. All scaffold poles must be fitted with base plates or suitably secured to the satisfaction of the Council. On no account must scaffold poles be erected and seated in barrels or tubs or similar type furniture. A minimum headroom height of 2.45m at the lowest point, for which all scaffold uprights must be painted white, be provided for the safe passage of the public.
12. If for any reason particularly the following: a licence is revoked on application; the period for which the licence was granted has expired; the work is completed; or the conditions on which the licence was issued was not complied with, the hoarding/fence and/or scaffolding in default may be undertaken by the Council at the expense of the hirer in accordance with the provisions of Section 143, Highways Act 1980. Similarly, damage resulting from excavation works on the highway or other work on land adjoining the street may be made good by the Highway Authority and any expenses incurred by them may be recovered from the owner of the land in question

or the person causing or responsible for the damage by virtue of Section 133, Highways Act 1980.

13. The hirer must comply with any request/directions which have been, or are or will be given to him by the Highway Authority and/or this Council and upon request produce the copy of the Licence issued to him in respect of such work for which the Licence was granted is completed.
14. The Council of Torbay or any of their officers or servants are not in any way responsible for any injury or damage to persons or property arising from the works authorised by this Licence. You will at all times comply with the Health & Safety at Work Act 1974 and subsequent regulations which shall be enforceable in addition to regulations made under the Construction Acts.

NOTES

- (i) The Licensee may appeal to the Magistrates Court within 21 days of the date of receipt of the Licence if he objects to any of the conditions on which the Licence was granted.
- (ii) The Licensee should bear in mind that a seasonal embargo, determined by the Highway Authority, regarding obstructions on the highway is enforced during the peak summer months.
- (iii) The Licensee is reminded that it is his responsibility to ensure that the hoarding/fencing/scaffolding or other such structure is satisfactorily sound, properly erected and maintained. In this regard the Highway Authority's Inspectors are directed.
- (iv) Failure to comply with the Schedule of Conditions without reasonable cause, or erecting a scaffold without a licence is an offence and subject to a maximum penalty by virtue of Section 169(5), Highways Act 1980.

HIGHWAY WORKS

1. Ensure that you are **wearing a high visibility waistcoat** incorporating retro-reflective strips, together with other protective equipment when appropriate.
2. Ensure that **works are correctly signed and coned** with all signs clearly visible to approaching motorists, and that any attendant vehicle is using an amber flashing beacon when appropriate.
3. Take special care for the disabled, blind, people with prams, children, the aged and infirm. Provide clearly defined **safety zones** and **pedestrian routes**.
4. Ensure that **traffic control** is used as necessary, and that **traffic signals** are working on the **vehicle actuated mode** unless otherwise agreed by the Highway Authority.
5. Provide **appropriate barriers and lighting** to all road and footway **openings** and **obstructions**. Ensure that all equipment is **secured** and that the site is left in a **safe condition** at the end of each work period.

6. Ensure that all **underground mains and services have been located** and their position clearly marked. Check for and eliminate any **danger presented by overhead lines**.
7. Check whether your work **creates or involves entry into a potentially dangerous atmosphere**.
8. Ensure that **noise levels do not present a danger** to yourself, workmates, local residents or passers-by.
9. Adhere to all **appropriate safe systems of work** produced by your employer.
10. If you are in doubt about the safety of any activity **seek immediate advice** from your Supervisor, Police or Highway Authority as appropriate.

For further information:

It is essential to refer to the Traffic Signs Manual: Chapter 8 and/or Safer Road Works Ahead: Revised 1991.

SPILLAGES OF HAZARDOUS SUBSTANCES ON THE HIGHWAY**1. INTRODUCTION**

As a Highway Authority we have the statutory duty under the Control of Pollution Act to remove any spillages from the highway or safety of traffic. In addition, under the Highways Act 1980, a Highway Authority has the power to remove anything deposited on the highway which constitutes a nuisance, danger or substantial inconvenience to the user of the highway.

The vast majority of hazardous substances/chemicals are now transported by road and it is reasonable to assume that an accident will occur within this Authority which will require action being taken by the Public Works.

This safety note has been devised to ensure that all personnel are aware of the correct action to take should an emergency occur within our area.

2. HAZARD WARNING PANELS

Tank containers exceeding 3 cubic metres capacity and road tankers carrying dangerous substances must bear a hazard warning panel. This panel has mainly orange background and is illustrated in Appendix 1. In addition, vehicles carrying over 500 kilograms of dangerous substances are required to display two blank reflectorised orange plates on the front and rear of the vehicle. The purpose of these plates is to inform persons that in the event of an accident the vehicle is carrying a significant quantity of a dangerous substance and the vehicle should be approached with caution.

3. ASPEN WAY CONTROL PERSONNEL

When information is received from any source that a road accident or other emergency has occurred on a highway which is likely to involve dangerous substances, the controller will contact a Highways Inspector and direct him to the scene. He will ensure that the Police, Fire Brigade and the Works Engineer is informed.

4. HIGHWAY INSPECTORS

On arrival at the scene it will be necessary to make an appraisal of the situation, but he should refrain from handling any material or substance and should also be aware that dangerous or toxic fumes may be present. He should endeavour to obtain the relevant information from the hazard warning panel and in particular the telephone number from where specialist advice may be obtained. He will then pass this information to the Controller at Aspen Way, who will make the necessary telephone call and obtain the advice on how to contain the problem. Until and only when this information has been obtained will other highways personnel be contacted to assist in what will normally be a site clearance situation.

It will obviously depend on the size and nature of the emergency before it can be decided on the number of personnel necessary to clear the highway but in any case highways personnel will only act on the instructions of the direct line supervisor of the Highways Inspector.

5. SUPERVISORS

Where Supervisors are contacted in order to assist in a site clearance situation, they must ensure that the correct information has been obtained by contacting the Highways Inspector or the Controller at Aspen Way on how to contain the problem. He must ensure that sufficient protective clothing, i.e. wellington boots, protective overalls, gloves and face masks are obtained from the emergency store at Aspen Way Depot.

In the majority of cases it will be necessary to use either oil-dry or dry sand and he must ensure that sufficient quantities are transported to the scene, including the necessary road signs.

6. DISPOSAL

Where quantities of contaminated oil-dry/sand, or other debris have been cleared from the site Environment Services will give instructions on the correct method of disposal.

7. PROTECTIVE CLOTHING

On completion of the site clearance, all protective clothing must be thoroughly hosed down before being returned to the emergency store at Aspen Way.

Emergency Telephone Numbers

Aspen Way Control	01803 550405
British Gas/Transco	0800 111999
Coastguard	01803 882704
Devon County Council	01392 383329
Environment Services	01803 550405
Fire Brigade HQ	01392 873335
Torquay Fire Brigade	01803 653731
Paignton Fire Brigade	01803 557429
Brixham Fire Brigade	01803 882222
National arrangements for incidents Involving Radioactivity (NAIR)	Contact to be made through Fire Brigade HQ
National Emergency Centre	Contact to be made through Fire Brigade HQ
South West Water	0800 169 1144
SWEB/Western Distribution	0345 651651

Appendix 2

**EXTRACT FROM TORBAY CONTRACT SERVICES
SAFETY PROCEDURE 21/89
(Precautions to be taken when called to incidents that require
the removal of blood from the Highway or other premises)**

INTRODUCTION

There are occasions when the Council received requests for assistance from the public services, i.e. the Police, Fire and Ambulance when road accidents and other incidents have occurred and which necessitates the removal of bodily fluids from the scene. This can be carried out quite safely and effectively by adhering to the procedures outlined below

PROCEDURE – HIGHWAY INCIDENTS

There are two options available depending on the quantity of bodily fluid:

1. Small amounts can be dealt with using the Biohazard Bag. The instructions contained within the bag should be followed and the clinical waste disposed of in the appropriate containers at Borough Road Depot.
2. With larger quantities a considerable amount of water will be required. A gully-emptying machine with a full tank of clean water will be necessary. High-pressure cleaners or the high pressure sewer jetting machine must not be used.

Estimate the volume of contaminates, spray undiluted an equivalent volume of the detergent biocide, Terminex 2, onto the area contaminated. If necessary agitate and leave in contact a minimum of 10 minutes before washing away all residue.

The Terminex 2 can also be used if the fluid has dried up and the absorbent in the Biohazard Bag would not be functional. In this case the area will have to be scrubbed to remove any stains and the area washed with water.

PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

The residual bodily fluids may contain bacteria and viruses, which can cause unpleasant diseases which may be transmitted by carrying out this unpleasant task. Therefore when dealing with bodily fluids, disposable overalls, disposable gloves and full facemask must be worn. High visibility jackets must also be worn when attending accidents on the highway.

All equipment must be thoroughly cleaned after use and the disposable clothing placed in a clinical waste bag and disposed of in the appropriate containers at Borough Road Depot.

PROCEDURE FOR CLEANING CLOSED PREMISES

The procedure for cleaning the inside of a house or other building will be somewhat different because of the confined space and the necessity to use hand tools and other materials. Before cleaning closed premises a risk assessment for that particular situation must be carried out and a "Safe Method of Work" produced.

It should be noted that where fatal accidents occur the body becomes the property of HM Coroner and items of clothing, contaminated or otherwise or any part of a body may not be removed from the scene by Local Authority staff unless under the direct supervision of the Police Officer in charge of the incident.