Devon Highways

DEVON COUNTY COUNCIL

COMMUNITY ROAD WARDEN

THE PACK

DEVON HIGHWAYS

Version 4: June 2019

This pack contains all the information necessary to carry out the function of the Community Road Warden working on behalf of the local community and in partnership with Devon County Council.

Community Road Warden Pack

Contents

1. Guidance Notes

1.1 Community Road Warden Scheme
1.2 Highway Maintenance Community Enhancement Fund (HMCEF)

2. Method Statements & risk assessments

2.1 MS 1– Basic Risk Assessment (example and template)
2.2 MS 2 – Verge Trimming & Cleaning Around Gullies
2.3 MS 3 – Weed Clearance
2.4 MS 4 – Finger Post Repairs
2.5 MS 5 – Small Drainage Works
2.6 MS 6 – Sign Cleaning
2.7 MS 7 – Grass Cutting
2.8 MS 8 – Hedge Cutting
2.9 MS 9 – Pothole filing
3.0 MS 10 – Ploughing and siding out

3. Tools & Equipment

3.1 List of Tools & Equipment

4. Personal Protective Equipment (PPE)

4.1 Required list of PPE

SECTION 1

Guidance Notes

1.1 Community Road Warden Scheme

All guidance is available on our website;

https://new.devon.gov.uk/communities/opportunities/road-warden-scheme

1.2 Highway Maintenance Community Enhancement Fund (HMCEF)

Details of the HMCEF are available on our website;

https://new.devon.gov.uk/communities/
(underneath the I want to….. section)

Section 2 - Method statements & risk assessments

All method statements, risk assessment documentation is available on our webpage;

https://new.devon.gov.uk/communities/opportunities/road-warden-scheme

MS1 Basic risk assessment (example and template)

Devon Highways

ROAD WARDEN WORKS - RISK ASSESSMENT

TASK DESCRIPTION		MANDATORY REQUIREMENTS
LOCATION		
ASSESSMENT DATE		
ASSESSMENT REVIEW DATE		OTHER REQUIREMENTS
ASSESSMENT REF NO		
ASSESSORS NAME		

ACTIVITY	HAZARD DESCRIPTION	PERSON(S) EXPOSED TO RISK (EMPLOYERS, MEMBERS OF PUBLIC, VISITORS, ETC)			RISK POTENTIAL	CONTROL MEASURES	HEIRARCHY OF CONTROL (ELMINATE, SUBSTITUTE, CONTROL, PPE)				RESIDUAL RISK		
		H	M	L			E	S	C	P	H	M	L

Example completed risk assessment

TASK DESCRIPTION	Volunteer Highway Works					**MANDATORY REQUIREMENTS**											
LOCATION						Wear appropriate PPE (Helmet, mesh guard/ goggles, ear defenders, gloves, safety boots, trousers). Tools/Equipment to be regularly inspected and maintained by a competent person.												
ASSESSMENT DATE	12/09/2014																
ASSESSMENT REVIEW DATE	12/09/2015					**OTHER REQUIREMENTS**											
ASSESSMENT REF NO																	
ASSESSORS NAME																	
ACTIVITY	**HAZARD DESCRIPTION**	**PERSON(S) EXPOSED TO RISK** (EMPLOYEES, MEMBERS OF PUBLIC, VISITORS ETC)	**RISK POTENTIAL**			**CONTROL MEASURES**	**HIERARCHY OF CONTROL** (ELIMINATE, SUBSTITUTE, CONTROL, PPE)				**RESIDUAL RISK**						
			H	M	L		E	S	C	P	H	M	L				
Set up Traffic Management	Traffic and other road users	Operatives, general public	H			Ensure vehicle beacons are activated. Use vehicle to protect operatives where possible. Set up traffic management as per Chapter 8 requirements. Only competent personnel to set up TM. Inspect regularly for fallen signs etc. Ensure sign and cones are clean. Follow Pristine Condition Manual Handling training.			X			M				
General	Manual Handling activities - Back strain, damage	Operatives		M		Follow Pristine Conditioning Manual Handling training (Dip & dive, Use big engines, turn don't twist & keep load inside base) and supported by TRACA coaches/audits. Correct use of equipment			X							
	Slips, trips, falls - injury	Operatives		M		Ensure routes are clear of obstacles, trip hazards & indentations in ground. Ensure good tread depth on footwear.			X	X						
	Weather	Operatives, general public				As above. Beware of wet surfaces. Assess whether works can be carried out if conditions are too windy, contact agent to discuss. Stay covered and hydrated in hot weather, apply suncream to exposed skin. Operatives to be provided with thermal protection(i.e. gloves, hat liners etc) in cold conditions.			X							
Handling sharps	Blood born diseases (HIV, Hepertitis)	Operatives		M		Always assume sharps are present and be vigilant. Never place hands in gullies or other pits blindly. Use specialist sharps protective gloves and litter picker pliers to pick and place sharps into approved sharps box from gullies every time.			X							
Use of Hand Tools	Injury through misuse or failure	Operatives				Select the right tool for the job and use it only for the job it was intended. Use insulated tools when digging around electrical services. Always inspect a tool to check it's condition each time that you use it. Ensure handles are securely fitted. Make sure that all hand tools are well maintained. Report any defects to your supervisor.			X	X						
Contact with gully waste/ stagnant water etc	Leptospirosis (Wiels Disease)	Operatives	H			Wash hands before eating, drinking & smoking. Cover cuts, abrasions & open wounds with water proof dressings. If contamination occurs seek medical attention. Seek medical attention if you feel flu like symtpoms.			X	X						
Site access through heavy vegetation	Slip, trips & falls, cuts to face & body from overgrown vegetation	Operatives	H			Assess site prior to works for hazards & notify Supervisor. Wear suitable safety boots with ankle support. Identify a route that is less steep with good footing. Cut access through vegetation. Be aware of thorned vegetation, wear gloves.			X	X		M				
Snakes, Insects and other animals	Bites, infection	Operatives		M		Inspect site prior to starting work for any potential sources invertebrates and reptilia. Be aware of surroundings, do not provoke wildlife, snakes etc. keep your distance.			X	X			L			
Pulling Weeds	Cuts to hands, pulled muscles, respiratory problems, skin & eye infection	Operatives		M		Ensure suitable gloves are provided and worn. Take care when pulling. If allergic reaction report to supervisor immediately. Keep skin covered, ensure suitable eye protection is worn, do not rub eyes.			X	X			L			

MS2 Verge Trimming and Cleaning around Gullies

A BASIC EQUIPMENT REQUIRED

Personal Protective Equipment (PPE)

Traffic Management (TM)

Ensure that sufficient TM signs & equipment are carried appropriate to the task/site

Basic Tools and Equipment

Shovel, broom, wheelbarrow and rake

The above is a guide. It is the Road Warden's responsibility to ensure that the PPE, TM and tools and equipment are suitable / sufficient for the job.

B Method Statement

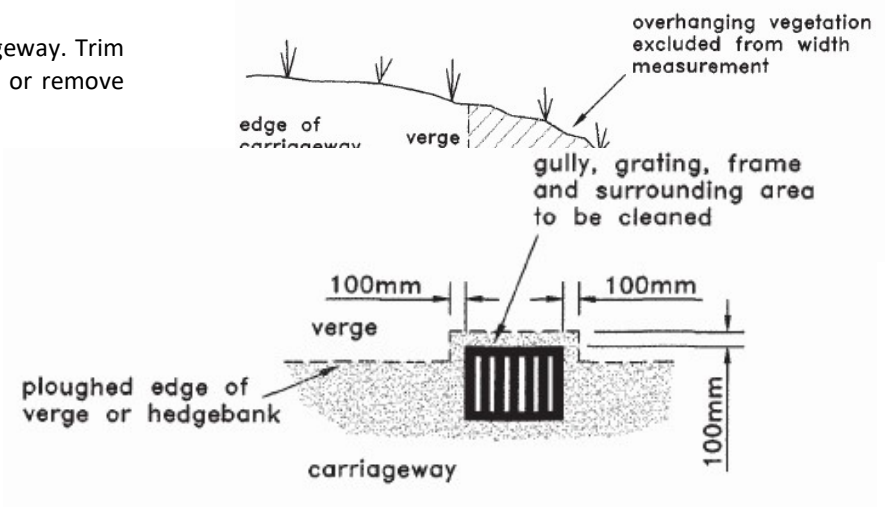
1 Advise Neighbourhood Highway Officer (NHO) and carry out risk assessment

2 Set up appropriate traffic management. Refer to the TM flowchart and install the appropriate Traffic Management in accordance with Chapter 8 of the Traffic Signs Manual/ Safety at Streetworks and Road Works Red Book.

3 Remove verge so that resulting cut face of verge is 75mm from the edge of carriageway. Trim verge vertically to provide smooth edge. Take care not to undermine hedgebanks or remove waysoil from beyond edge of carriageway.

4 Remove soil around gully frames/ grating up to approx 300mm from egde of frame, including removal of debris between gully grating to prevent regrowth. Whereever possible prevent waysoil from entering gully pots, catchpits or drainage systems.

5 Waysoil from trimming/cleaning to be deposited on roadside verges nearby avoiding blocking other drainage features or covering existing ironwork. Waysoil to be spread to a depth of 50mm on the verge. All litter and large stones are to be removed.



MS3 - Weed Clearance

A BASIC EQUIPMENT REQUIRED

Personal Protective Equipment (PPE)

Traffic Management (TM)

Ensure that sufficient TM signs & equipment are carried appropriate to the task/site.

Basic Tools and Equipment

The above is a guide. It is the Road Warden's responsibility to ensure that the PPE, TM and tools and equipment are suitable / sufficient for the job

B Method Statement

1 Advise Neighbourhood Highway Officer (NHO) and carry out risk assessment

2 Set up appropriate traffic management. Refer to the TM flowchart and install the appropriate Traffic Management in accordance with Chapter 8 of the Traffic Signs Manual/ Safety at Streetworks and Road Works Red Book.

3 Weeds can get a hold at the back of footpaths against walls or in the channel line against kerbs.
If left unchecked they can break up the footway or carriageway surface

4 Cut and scrape weeds, leave and soil build up. Sweep surface clean. To deal with the waste, once the cutting has been completed, the Road Warden should;

- Speak to their NHO before starting work to discuss the possibility of pre-purchasing green commercial waste
  disposal tickets
- Take small amounts home for composting
- Speak to local allotment associations or community composting groups about using it
- Leave it on the verges to rot down

MS4 Finger Post Repairs

A BASIC EQUIPMENT REQUIRED

Personal Protective Equipment (PPE)

Traffic Management (TM)

Ensure that sufficient TM signs & equipment are carried appropriate to the task/site.

BASIC TOOLS & PLANT/EQUIPMENT

The above is a guide. It is the Road Warden's responsibility to ensure that the PPE, TM and tools and equipment are suitable / sufficient for the job

B Method Statement

1. Advise Neighbourhood Highway Officer (NHO) and carry out risk assessment

2. Set up appropriate traffic management. Refer to the TM flowchart and install the appropriate Traffic Management in accordance with Chapter 8 of the Traffic Signs Manual/ Safety at Streetworks and Road Works Red Book.

3. Identify the presence and the location of any underground services and ensure all necessary precautions are taken to avoid them during the sequence of working. Refer to the appropriate Risk Assessments.

B1 – Finger Post Correction / Replacement

1. If the finger post has been dislodged, restore the post to its vertical position, ensuring that the information arms are pointing in the correct direction.
2. To maintain stability, either repack the existing surplus material around the post or, if deemed appropriate, concrete the post in place using an approved premix concrete mix and fully compact.
3. If the post has been damaged beyond repair, excavate the existing post location removing the broken sections in the process. Replace with the new finger post, ensuring the direction arms are pointing in the correct position.
4. To maintain the long term stability of the new post either repack the surrounding excavation with a suitable granular material or, if considered acceptable, concrete the post in place.

B2 – Finger Post Arm Replacement

1. Ensure that all remnants of the existing arm(s) are removed before the replacement arm is slotted into place and secured by the appropriate fixing
2. Ensure that the correct directional arm is located in the correct location slot on the finger post before fixing in place

MS5 Small Drainage Works

A BASIC EQUIPMENT REQUIRED

Personal Protective Equipment (PPE)

Traffic Management (TM)

Ensure that sufficient TM signs & equipment are carried appropriate to the task/site.

Basic Tools and Equipment

The above is a guide. It is the Road Warden's responsibility to ensure that the PPE, TM and tools and equipment are suitable / sufficient for the job

B Method Statement

1. Advise Neighbourhood Highway Officer (NHO) and carry out risk assessment

2. Set up appropriate traffic management. Refer to the TM flowchart and install the appropriate Traffic Management in accordance with Chapter 8 of the Traffic Signs Manual/ Safety at Streetworks and Road Works Red Book

3. Identify the type of nature of the drainage feature, location and extent.

4. Ownership issues and permissions must also be resolved.

5. Remove all debris from the drainage feature, ensuring that all waysoil is deposited on the nearby verge or bank to a depth not exceeding 50mm. All litter, large stones and pieces of vegetation are to be removed.

B1 – Grips, Buddle Holes & Easements**

In instances where grips, buddle holes and easements, that appear on the County Councils Asset Register, have undergone their annual clean, but have subse with debris, further cleaning may be undertaken. All other identified drainage features shall be cleaned of debris according to their intended operation. However, consideration must be given to vulnerability of their location before any works commence. If there is any doubt the advice of the local NHO should be sought.

** Definitions:-

- Grip – A Grip is a drainage channel from the road verge to a roadside ditch;
- Buddle Hole – A Buddle Hole is an opening at the side of a road where water drains through a bank or hedge row.
- Easement – An easement is an agreed drainage feature that passes onto or under adjoining private land.

MS6 Sign Cleaning

A BASIC EQUIPMENT REQUIRED

Personal Protective Equipment (PPE)	Traffic Management (TM)	Basic Tools and Plant/Equipment
	Ensure that sufficient TM signs & equipment are carried appropriate to the task/site.	

The above is a guide. It is the Road Warden's responsibility to ensure that the PPE, TM and tools and equipment are suitable / sufficient for the job

B Method Statement

1. Advise Neighbourhood Highway Officer (NHO) and carry out risk assessment

2. Set up appropriate traffic management. Refer to the TM flowchart and install the appropriate Traffic Management in accordance with Chap 8 of the Traffic Signs Manual/ Safety at Streetworks and Road Works Red Book.

3. Over time dirt or 'moss/algae can build up on road signs making them unsightly or even obscured.

4. Signs should be cleaned with soapy water and a cloth or mop if sign too high to reach unaided.

5. Abrasives, stiff brushes or scourers MUST NOT be used as they will remove the reflective and protective surface of the sign.

MS7 Grass Cutting

A BASIC EQUIPMENT REQUIRED

Personal Protective Equipment (PPE)

Traffic Management (TM)

Ensure that sufficient TM signs & equipment are carried appropriate to the task/site.

Basic Tools and Plant / Equipment for restricted areas of small verge grass (mechanical cutter required for large areas

The above is a guide. It is the Road Warden's responsibility to ensure that the PPE, TM and tools and equipment are suitable / sufficient for the job

B Method Statement

1. Advise Neighbourhood Highway Officer (NHO) and carry out risk assessment

2. Set up appropriate traffic management. Refer to the TM flowchart and install the appropriate Traffic Management in accordance with Chapter 8 of the Traffic Signs Manual/ Safety at Streetworks and Road Works Red Book

B1 - Small restricted Areas of Verge Grass

1. Select the area to be cut and ensure that there are no other person(s) in the immediate working area;
2. Ensure that any grass that has fallen onto the road and/or pavement is cleared
3. To deal with the waste, once the cutting has been completed, the Road Warden should;
    - Speak to the NHO before starting work to discuss the possibility of pre-purchasing green commercial waste disposal tickets
    - Take small amounts home for composting
    - Speak to local allotment associations or community composting groups about using it
    - Leave it on the verges to rot down

B2 – Large Areas of Verge Grass

1. Ensure that the operative is suitably qualified to operate the machinery, is covered by insurance and if operating in the live public highway holds a current Chapter 8 qualification covering mobile working
2. Make sure that the relevant signage is put in place prior to the grass cutting process
3. Deal with waste as detailed above
4. Remove the Chapter 8 signage from the site.

MS8 HEDGE CUTTING

A BASIC EQUIPMENT REQUIRED

PERSONAL PROTECTIVE EQUIPMENT

(TM) Traffic Management

Ensure that sufficient TM signs & equipment are carried appropriate to the task/site.

BASIC TOOLS & PLANT/EQUIPMENT

The above is a guide. It is the Road Warden's responsibility to ensure that the PPE, TM and tools and equipment are suitable / sufficient for the job

B Method Statement

1. Advise Neighbourhood Highway Officer (NHO) and carry out risk assessment

2. Set up appropriate traffic management. Refer to the TM flowchart and install the appropriate Traffic Management in accordance with Chapter 8 of the Traffic Signs Manual/ Safety at Streetworks and Road Works Red Book

3. Obtain the landowners/occupiers permission to carry out any cutting of hedges and vegetation which are adjacent to the public highway

4. Where practical, trim hedges and vegetation to a distance at least 450mm (18") from the edge of the road or greater to achieve the required visibility

5. Ensure the proper removal of all parings from the hedge itself and any other trimmed vegetation debris from within the limits of the public highway, including the verge.

Important Information

- Where road safety is not jeopardised the trimming of roadside hedges should preferably take place between the months of December and February, to ensure that berries and nuts are available for feeding birds and other wildlife during early ???
- Trimming should not take place during the main bird breeding season between March and July unless excess growth is casing safety concerns by obscuring lines of sight at junctions, forward visibility of signs or obstructing roads, cycleways or footways.

MS9 Filling Potholes

A	**BASIC EQUIPMENT REQUIRED**		
	Personal Protective Equipment (PPE) 	Traffic Management (TM) **Ensure that sufficient TM signs & equipment are carried appropriate to the task/site**	Basic Tools and Equipment Shovel, broom, tamper

The above is a guide. It is the Road Warden's responsibility to ensure that the PPE, TM and tools and equipment are suitable / sufficient for the job.

B	**Method Statement**
1	Advise Neighbourhood Highway Officer (NHO) of location of work and planned programme and carry out risk assessment.
2	Install the appropriate Traffic Management in accordance with Chapter 8 of the Traffic Signs Manual/ Safety at Streetworks and Road Works Red Book.
3	Measure the size of the pothole
4	If the pothole is over 40mm deep and greater than 300mm wide, report it via https://new.devon.gov.uk/roadsandtransport/report-a-problem/
5	Ensure pothole is free of debris and excess water. This is extremely important to ensure longevity of repair. Failure to do so will result in the material adhering to the loose debris instead of the substrate resulting in early break out.
6	Apply the product (**IMPORTANT**:. **the only allowable product is Ultracrete Permanent Pothole Repair Wet from Instarmac**) according to the instructions on the tub.
7	In summary, fill slightly proud of the pothole in layers not exceeding 100mm. Compact each layer with a hand tamper, or suitable mechanical alternative. Compact until the sound made by the tamper on impact changes from a dull thud to a metallic clang. To help prevent the material sticking to the tamper, you may find it helpful to wet the base of the tamper occasionally.
8	Brush up excess material

WARNING: weight is 25kg. Take care when transporting and lifting. The handle should only be used when lifting vertically.

Manual Handling training is recommended – on-line courses are available.

Useful link: **Health and Safety Executive guidance**

HANDLING AND STORAGE: **Avoid contact with skin and eyes. Avoid eating, drinking and smoking when using the product. Good personal hygiene is necessary. Wash hands and contaminated areas with water and soap before leaving the work site.**

Store in a cool and well-ventilated place.

MS10 – Ploughing and siding out

A BASIC EQUIPMENT REQUIRED

Personal Protective Equipment (PPE)	Traffic Management (TM)	Basic Tools and Equipment
	Ensure that sufficient Traffic Management signs and equipment are carried appropriate to the task/site.	

The above is a guide. It is the Road Warden's responsibility to ensure that the PPE, TM and tools and equipment are suitable / sufficient for the job

B Method Statement

1 Advise Neighbourhood Highway Officer (NHO) and agree locations, method, tools to be used, and how waysoil is to be dealt with.
2 Carry out risk assessment.
3 Set up appropriate traffic management. Refer to the TM flowchart and install the appropriate Traffic Management in accordance with Chapter 8 of the Traffic Signs Manual/ Safety at Streetworks and Road Works Red Book.

Siding

1 Remove all soil, detritus, stones, litter and vegetation from the base of the bank, hedge bank or verge, to expose the carriageway. The resulting cut face of the hedge bank or verge should be 75mm from the edge of the metalled carriageway and trimmed vertically with a smooth top.
2 Cut back existing vegetation to a residual length of 100mm over a height of 1 metre measured from the adjacent carriageway surface to obtain access for cleaning at hedge banks. Take care not to undermine hedges and banks.
3 Where footway siding is agreed, soil, detritus, stones, litter and vegetation should be removed by hand up to the edge of the metalled footway. The resulting cut face in any turf at the back edge of the footway should be trimmed vertically with a smooth top.
4 Clear around partially covered gully frames and gratings for a distance of 300mm from each edge of the gully frame. Inform the NHO of any gullies likely to be recovered by vegetation.
5 Ensure that all soil arising from operations is removed from the entrances or outfalls of all abutting drainage channels, pipes, ditches, grips and buddle holes, and that no soil is left on gully gratings nor enters gully pots, catchpits or drainage systems.
6 The exposed carriageway surface should be swept clean on the same day. The NHO will advise how to dispose of soil, detritus, stones, litter and vegetation.

Deposition of waysoil

1 Agree the method of deposition with the NHO. This may not be the same at each location; a separate method must be followed within Dartmoor or Exmoor National Parks.
Soil should be deposited either on a verge or hedge within 3km of its source OR at site specified by the NHO. Care shall be taken not to cover any street furniture or ironwork (e.g. manhole covers) in the verge.
2 Erect a temporary sign on the site with the wording "Material for Re-use" if storing waysoil on the verge for up to 7 days.
3 When depositing on verges, spread waysoil to a depth of 50mm (or a maximum of 150mm if the verge is to be strengthened) within 7 days of deposition. The process of spreading of the waysoil to final re-levelling should be undertaken as a continuous straight through process.
4 Remove all litter and large stones, then rotavate or otherwise break down to a fine tilth and re-level. The NHO will advise how to dispose of these.

Only waysoil arising from siding, ditching or cleaning operations in accordance with the NHO's instructions will be permitted to be disposed on verges and hedge banks. Deposition or disposal of any other waysoil or material within the limits of the highway is strictly prohibited.

SECTION 3

3.1 List of Tools & Equipment

The following tools will be supplied, by Devon County Council, for the use of Road Wardens.

Item	Number Available
24" Bow saw	1
West Country Shovel	2
Hoe	2
Loppers	1
Shears	2
Wheelbarrow	2
Drainage rods	Set of 10
Plunger for rods	1
Wheel for rods	1
Broom and Handle	2
Rake	2
Cones (750mm)	12
Blue Arrows	2
Road works Ahead sign	2

There will be one set of tools at each of the following locations;

- South Molton depot, Pathfields Ind Est, South Molton, EX36 3LH
- Brayhams, North Road Ind Est, Okehampton, EX20 1BN
- Honiton depot, Gloucester Close, Honiton, EX14 1SJ
- Ivybridge depot, Ermington Road, Westover Industrial Estate, Ivybridge, PL21 9ES
- Rydon Lane Depot, Rydon Lane, Newton Abbot TQ12 3QG

Tools will need to be booked in advance, through liaison with the local Neighbourhood Highway Officer. There may be occasions whereby tools may not be available at the nearest location. However, it may be possible for alternative arrangements to be made if other locations have their tool supply available.

Tools will be issued using a booking in and out system. The Road Warden, or other representative from the Parish / Town Council, who collect the tools will be responsible for signing for tools upon collection and also upon return.

Failure to return the tools at the agreed time, or failure to return any items, may result in the Parish / Town Council being charged.

SECTION 4

4.1 List of Required PPE

The list of Personal Protection Equipment that may be required, while working on site, is set out below:-

- Class 3 waterproof jacket
- Class 3 lightweight long sleeve over-jacket
- Classt 3 over-trousers/trousers
- Safety helmet
- Steel capped safety footwear
- Ear defenders
- Safety glasses
- Rubber gloves (chemical resistant)
- Heavy duty gloves
- Full face mask

The PPE that will be required will be determined by the Community Road Warden following the completion of a full risk assessment of site working conditions and degrees of exposure to risk.

Note: On a formal contractors operational site the minimum PPE requirement is as follows:-

- Safety Helmet
- High Visibility Clothing (Jacket and Trousers)
- Safety Footwear