Ensure you are fully aware of any permit or notice conditions before you set up site!

WHEN ARRIVING ON SITE...

Make sure you have parked sensibly, then ask yourself:
Does the site match the job instruction? Cross check the details:

- Is the date correct?
- Is the work address the same as is on site?

If different, contact your Line Manager

Take a picture

Road Surfaces:
If it is a new road surface, contact your Line Manager BEFORE you dig.

Before starting work, ask yourself:
Can you finish the job within the time limits allowed?

- Check street sensitivity
- Have we considered pedestrian needs?
- Wheelchairs, the visually impaired etc.

One Notice - One Street
If you need to extend the works into a different street DO NOT start without contacting your Line Manager for permission to extend excavation.

Keep in Touch
Remember to keep in contact at ALL stages of the job i.e:
• EXCAVATION • BACKFILL • REINSTATEMENT
Communication is key to a successful job and helps the company AVOID FINES!

Special Surfacing
Provide information on what size the reinstatement will be and what surface type it is. Ensure that you record and report hole sizes and finishing surface material as soon as it is known. *Note: Take particular care of special surfacing.*

Interim / Permanent
Ensure you give correct information on status of job closure.

- **Interim Reinstatement** means we have further work to do to complete the reinstatement to a permanent standard.
- **Permanent Closure** (preferred option) means no return visit is necessary.

Site Clearance
Leave the site clean and tidy and ensure the company avoids fines!

ENSURE: NO SIGNS, BARRIERS, SPOIL OR MATERIALS REMAIN ON SITE.

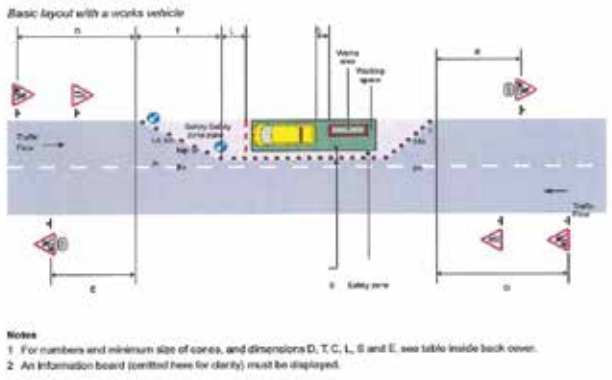
Take pictures

Ask yourself this:

"Will someone coming along the road or footway from any direction understand exactly what is happening and what is expected of them?"

"Is the site safe for you and members of the public?"

At least one person on site must have a valid / in-date New Roads and Street works (NRSWA) operators training card (with the appropriate units) on site.



You must carry your Code of Practice (Red Book) and refer to it when setting up your site. Do not presume you can remember all the information in the book; even some of the basic layouts can be forgotten.

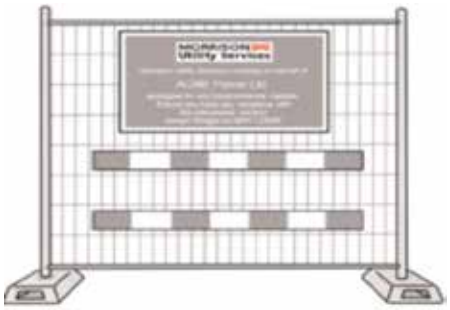
If you are unsure that your work site complies with the Code of Practice, consult your line manager for guidance.

ENSURE YOU HAVE THE NECESSARY EQUIPMENT BEFORE YOU START WORK.

In areas of increased risk e.g. schools, high streets, outside public houses etc. additional fencing may be required. Identify these on your site **specific risk assessment** and inform your line manager if extra controls are identified.

The following factors should be included in the SSRA:

- Weather
- Gradient
- Type of surfacing material
- Volume of people
- Potential vulnerable people, e.g. blind, elderly, etc.
- Volume and type of vehicles (incl. mobility scooters, wheelchairs, etc.)
- Speed and weight of vehicles
- Potential for vandalism



Sign, light, guard and maintain your works safely at all times, ensuring the safety of yourself and others who pass near or through the works. Give particular consideration for those with visual impairments, pushchairs, wheelchairs and mobility scooters.

THINK ABOUT THOSE WHO MAY BE AFFECTED BY YOUR WORK ACTIVITIES!

Wherever your works are you must ensure that you provide a clear and unobstructed walkway of 1.2 meters, using the relevant equipment to safely guide pedestrians past your works.

Where you cannot maintain 1.2 meters unobstructed you must contact your line manager before commencing work.

Appropriate Footway boards, ramps and plates

All products should:

- be made from materials that will not distort over time (with or without loading) and be structurally unaffected by prolonged exposure to petrol, diesel, road salt or sunlight;
- be sufficiently robust and durable to withstand normal use including storage, handing and transportation;
- be stable in normal use so that they do not pose a hazard to pedestrians or vehicle users;
- have a skid/slip-resistant upper surface and meet BS 7976 slip test requirements;
- be able to be conveniently and securely handled in wet, muddy or freezing conditions;
- have no sharp edges or other protrusions that could cause injury during normal
- handling operations; and
- facilitate compliance with HSE guidance leaflet INDG143 on manual handling at work.

Note: Some boards require a 2 person lift or mechanical means to install.

Positioning of Boards and ramps

In accordance with a site specific risk assessment (SSRA), appropriate PPE should be worn when placing, securing or moving boards and ramps.
Works should be designed to ensure that no operative is required to work underneath a footway board, driveway board or road plate.

Footway Boards used for Bridging Excavations Must:

- ✓ Local Authority Permitting, footway boards will be fixed with suitable fixing screws / rawlplugs, rawlbolts or mastic suitable for the particular surfaces.
- ✓ Ensure that excavation sides can support the potential loading.
- ✓ Be secured longitudinally over a trench with a minimum overlap of 200mm ***on all sides***.
- ✓ Be strong enough to support pedestrians, mobility scooters and light vehicles.
- ✓ Have chamfered edges to prevent tripping hazard, and be non-slip.

Fixing Boards and Ramps

Where boards or ramps are required to be physically fixed, this should be done in accordance with the manufacturers or the supplier's recommendations, local authority permission and company policy.

Appropriate fixings (e.g. screws, rawlplugs, raw bolts, Hilti-nails – subject to risk assessment) should be used.

When using screws or bolts a plant location survey must be undertaken prior to penetrating the surface material.
On completion of the works, drill holes must be permanently reinstated using appropriate materials.

Alternative fixing methods might include:

- using a mastic material as recommended by the manufacturer/supplier;
- using a material on the underside of the board or ramp that prevents it from sliding on the surface where it is placed;
- using a heavy rubberised (self-stabilising board);
- using a self-securing board, i.e. one designed to secure against the inside of the trench underneath the board;
- fitting it into a suitable recess in the footway/kerb.

Vulnerable Persons

You have a duty of care to ensure that everyone can navigate your works safely. As part of your site specific risk assessment you must factor in nearby hospitals, schools, residential care homes etc. Have you got the right equipment for vulnerable persons? If you find you require additional equipment contact your line manager before you set up your site.

Footway boards and kerb ramps should be used to assist members of the public. Ensure that they are fit for purpose and used for the job they were intended.

Footway Ramps

Where pedestrians are diverted to temporary walkways in the carriageway, suitable ramps must be provided to enable people using wheelchairs or pushchairs to negotiate kerbs safely. The use of footway ramps shall be avoided as far as possible by providing a better diversionary route for wheelchairs, mobility scooters and pushchair users. They shall only be considered as the non-preferred option in any excavation works and where required the duration of their use shall be as short as possible.

The use of existing drop kerbs must always be considered as a preferred option.

Road Plates

A Risk Assessment is required to identify the appropriate type, size, material and thickness of the road plate. Trench widths over 1 meter will need design considerations by experts such as Structural Engineers or specialist contracting firms (obtain advice from your Line Manager).

- ✓ Be authorised by your supervisor, manager or other competent person.
- ✓ Have an appropriate skid-resistant surface.
- ✓ Have chamfered edges, or Integral ramps, or sunk into the road surface or have a suitable bitumastic material to provide a ramp.

If vandalism or theft can be reasonably foreseen, additional precautions may be necessary. A SSRA should determine whether fixings are required and which method will be appropriate for the site circumstances.