

Devolution

Highway Services - things to think about

25 March 2019



Introduction

- **Working safely, enabling everyone to be safe during, on and near works, and the prevention of injury, damage or disruption is critical.**
 - **This briefing is to provide you with a broad understanding of your responsibilities as we devolve services to you.**
 - **This briefing is in no way comprehensive and you will need to appraise yourselves of your responsibilities to meet current health and safety legislation.**
 - **Please ensure you understand all the points raised; feel free to ask any questions.**
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- **Please ensure that you sign the attendance sheet during or at the end of this session.**

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Overall objective

To provide an basic understanding of current health, safety & environmental legislation responsibilities whilst you arrange work to be carried out on the Essex CC network.

To help you consider how you will minimise risks to health and wellbeing of your workers, local people and the travelling public

Public information & reputation

Think about public information and reputation management

- **How might you alert people in advance to the works if they may cause temporary inconvenience?**
- **How you would wish the public to be aware of who is carrying out the work as it is under way?**
- **How might you deal with queries/enquiries or even complaints?**
- **How could your town, parish, EALC and Essex County Council work together to gain positive coverage for this trial and your ongoing work?**

Scope of works

1. **Winter Maintenance: Salt Bags Scheme (Snow clearance and Salting of Footways and Paths).**
2. **Minor Repairs to Footways and Off-Road Cycle ways.**
3. **Highway Verge Cutting including Special Roadside Verges.**
4. **Weed Control**
5. **Tree and Hedge Maintenance**
6. **Public Rights of Way (PRoW) Maintenance**
7. **Passenger Transport Infrastructure Maintenance (Bus Stop Flags and Shelters)**
8. **Repair and Maintenance of unlit Road Signs.**

Main legislation



Work process and priority



Health and Safety at Work Act 1974

This act is the primary document under which all Health & Safety regulations are made and details the responsibilities of employers in respect to:

- Providing a safe place of work
- Documented safety policy
- Training of employees
- Provide a safe work environment
- Provide Personal Protective Equipment



Health and Safety at Work Act 1974

Responsibilities of employees are:

Section 7

- To take reasonable care of themselves and others who may be affected by their work activities
- Carry out no act that may injure themselves or others
- Work to the safety systems set out by their employer

Section 8 - They must not interfere with anything provided for their safety and health such as:

- Removing safety guards from tools and equipment
- Over-riding equipment safety devices
- Alter the calibration dates on your safety equipment

Health and Safety at Work Act 1974

Responsibilities of employees and employers:

Section 3

- To safeguard third parties, such as visitors and the general public, who may be affected by your work activities.

Management of Health and Safety at Work

The **Management of Health and Safety at Work Regulations 1999** requires that a range of aspects must be addressed so far as reasonably practicable.

These include but are not limited to:

- Risk assessments
- Competent persons for safety advice
- Health surveillance
- Emergency procedures

Incidents and Injuries

- Consideration needs to be given as to how incidents will be recorded and reported
- ECC will need to be informed at the earliest opportunity of all significant incidents
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR)** sets out the legal framework as to how certain categories of incidents, diseases and dangerous occurrences should be managed and notified to the HSE

Emergency Preparedness

The **Management of Health and Safety at Work Regulations 1999** requires that emergency procedures are in place.

Consider what emergencies are likely to occur and what needs to be in place, for example:

- Provisions in case of fire
- Provision and availability of First Aid kits
- Training of personnel
- Damaged services
- Extreme weather
- Environmental incident

First Aid

The **Health and Safety (First Aid) Regulations 1981 (2013 amended)** determines first aid requirements such as:

- Provision and availability of First Aid kits in operational vehicles and at identified locations
- Displayed notices listing the trained First Aiders



Construction (Design and Management) Regulations 2015

These regulations clearly outline the requirements of how construction projects should be managed, incorporating safety into the whole process from identification of a project through to completion.

The regulations detail Duty Holders who all have specific duties:

- Client (Town / Parish Council)
- Principal Designer and Designer (Town / Parish Council or Third party)
- Principal Contractor and Contractor (Town / Parish Council or employed contractor)

These are explained in more detail on the following pages.

Construction (Design and Management) Regulations 2015

The Client ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.

The Client sets standards and ensures work is carried out without risking the long-term health and safety of those on site.

The Client is supported by the Principal Designer and Principal Contractor in different phases of the project.

For successful delivery of the project, good working relationships between the duty holders are essential from the start.

Construction (Design and Management) Regulations 2015

The Principal Designer manages health and safety in the pre-construction phase of a project. The role extends to the construction phase through their duties to liaise with the principal contractor and ongoing design work.

This role will usually be an organisation, or on smaller projects, an individual with:

- Relevant technical knowledge
- An understanding of the skills to manage and coordinate the pre-construction phase including any design work after the construction begins.

Construction (Design and Management) Regulations 2015

The Principal Contractor manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project.

The term project in these regulations is used to describe any construction, building, infrastructure repair or maintenance work.

The principal contractors must be capable of carrying out the role and have the right skills, knowledge and experience, dependent upon the nature of the work and the range of health and safety risks.

Construction (Design and Management) Regulations 2015

The Contractor may be an individual, a sole trader, a self-employed worker or a business who carries out, manages and controls construction work in connection with a business.

The duties on contractors apply whether their workers are employees, self-employed or agency workers.

The main duty of a contractor is to plan and manage the work under their control in a way that controls risk to health and safety.

If there is only one contractor for work, they have responsibilities to prepare a construction phase plan. Where contractors are involved in design work, including temporary works, they will carry out those duties as designers.

Personal Protective Equipment

Personal Protective Equipment Regulations 2002 requires employers to supply PPE that has been identified through risk assessments and method statements and is suitable for the individual, compatible with the task and other PPE.

The regulations also require that employees take care of and correctly use the PPE that has been provided.



Personal Protective Equipment

These are the minimum standards of PPE that will be required when carrying out work:

- A Class 3 hi-visibility long sleeved top and hi-visibility trousers must be worn at all times. Short sleeved hi-visibility workwear is not permitted. Hi-visibility clothing must be fastened at all times.
- Flame retardant clothing should be worn where specified in risk assessments and method statements as recommended by HSE for excavation works.
- Appropriate eye protection must be worn at all times and as detailed in risk assessment or method statements.

Personal Protective Equipment (cont'd)

- Appropriate ear protection must be worn that is both specific for the task in hand and as required by the **Control of Noise Regulations 2005**
- Head protection (worn with approved liner, if required) should be worn all at times unless specified in the risk assessment and method statement
- Safety toe caps and safety mid-sole boots must be worn on all sites
- Gloves appropriate for the tasks undertaken must be worn at all times
- Suitable respiratory protection must be worn where hazards are assessed to be present such as dust, fumes, and particles

Control of Substances Hazardous to Health Regulations 2002 (as amended 2003 & 2004) (COSHH)

The regulations require that employers either prevent or reduce their workers exposure to substances that are hazardous to their health.

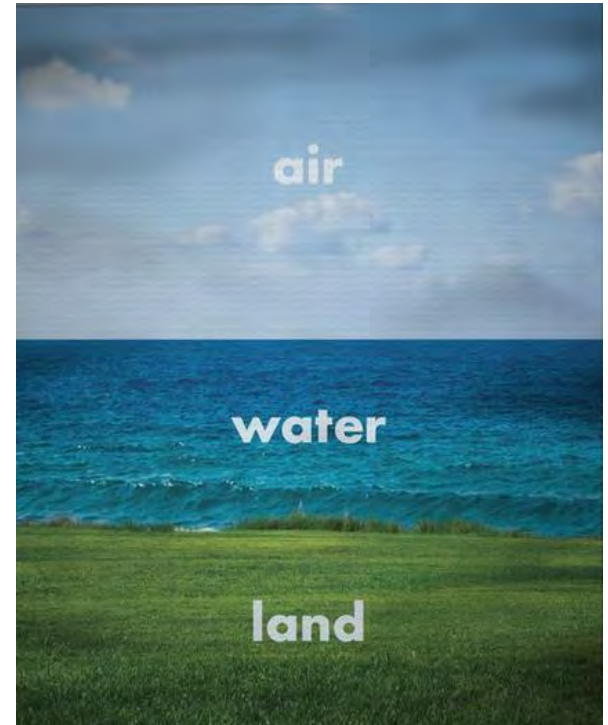
- COSHH Assessments should be carried out for all substances used and that staff are briefed on their use, handling and hazards
- All substances should be properly stored and disposed of in a safe and environmentally friendly manner
- COSHH assessments are to be available for all users and those who may come into contact



Environmental Legal Compliance

Environmental legislation such as the **Environmental Protection Act 1990** places legal responsibilities on both Employers and Employees to manage their work processes to prevent or minimise any emissions / pollutants entering the AIR, WATER or LAND.

This Act also places controls on how waste is managed, stored, transported, disposed and the records to be maintained.



Environmental Legal Compliance

Comply with the Law:

- If you are unsure of any Environmental issue seek advice.

Prevent Pollution:

- Use good practice and common sense
- Refer to the '***Pollution Prevention for businesses***' document issued by the Environment Agency and DEFRA

All to maintain and enhance your reputation and that of Essex County Council in working area.

Other Legislation



Underground Services

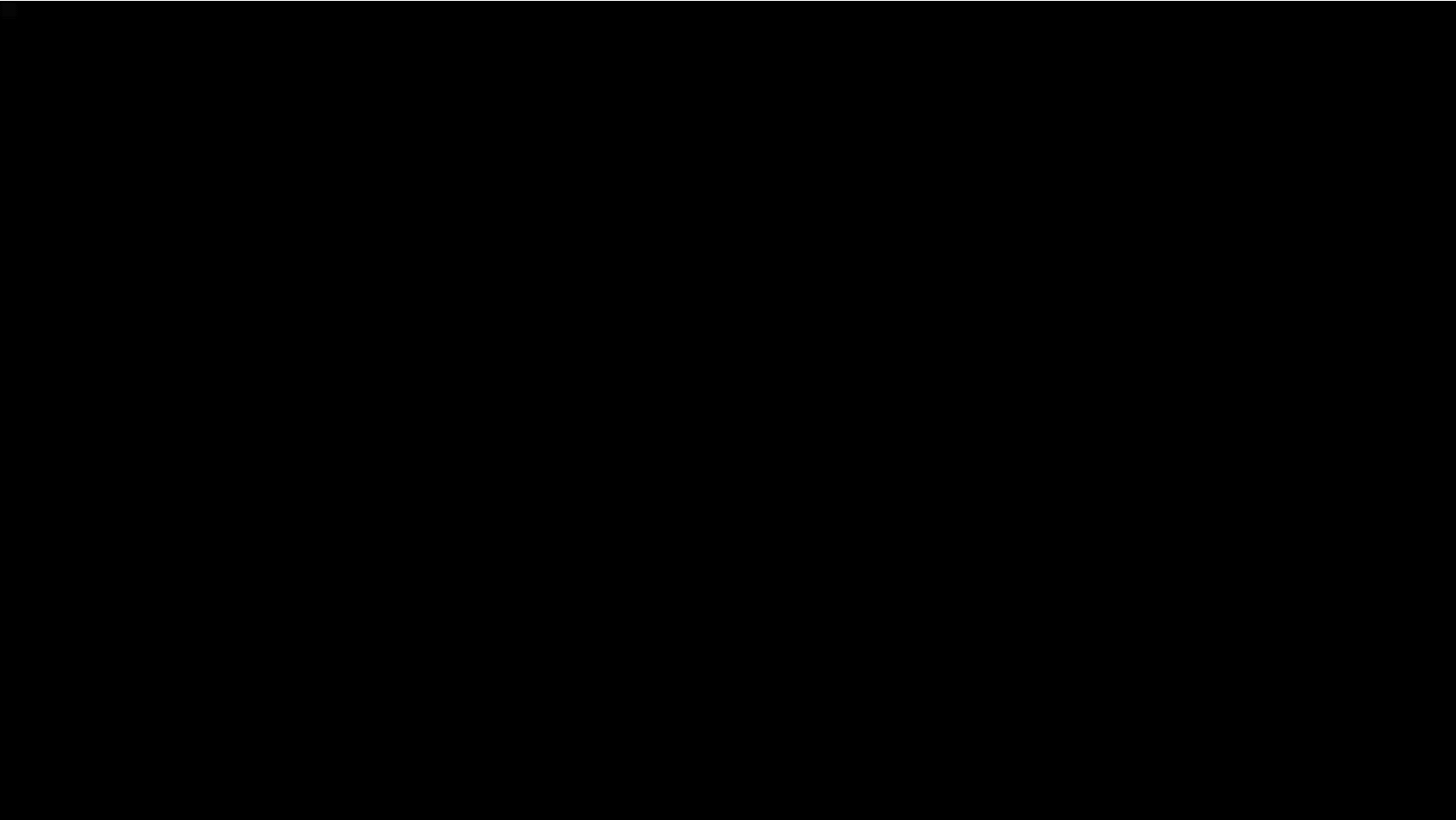
The CDM Regulations require compliance with **HSG 47 - Avoiding Danger from Underground Services** as a minimum requirement. Recommendations include:

- Adoption of safe digging techniques at all
- Identification of underground services.
- Use of CAT, Genny, trial holes and drawings to identify and mark services is fundamental to safe working practices.
- Consideration should be given to the use of sub-surface or ground penetrating radar surveys.



Video – The hazards of underground services





Overground Services

The Electricity at Works Regulations 1989 provide requirements for work activities near electrical systems. A requirement is to comply with HSE Guidance Note GS6 - 'Avoiding danger from overhead power line'.

Examples of GS6 are the:

- Erection of exclusion zones near to equipment.
- Restricting plant access.



Manual Handling

The **Manual Handling Operations Regulations 1992** require the assessment of significant risks and the reduce the need to manual handle so far as reasonably practicable and examples are shown below.

- DO NOT attempt to carry or lift anything that is too big or too heavy – ask for assistance.
- Before lifting think:
 - Is the route clear of debris?
 - Do you need assistance?
 - Can object be reduced in size?
 - Can the load be made lighter?
 - Is the lighting good?



Hand Arm Vibration Syndrome (HAVS)



Hand Arm Vibration Syndrome (HAVS)

The **Control of Vibration at Work Regulations 2005** introduced requirements to control the risk from hand-arm vibration.

- Risk Assessments must be undertaken to determine work activities associated with vibration and to implement suitable control measures.
- HAV's or Vibration White Finger as it is commonly known can affect any one who operates machinery with a high vibration magnitude.
- Vibration Magnitude is often shown on a tag on the equipment which is measured in M/S^2 (Metres per second squared) or can be obtained from the supplier prior to use.
- By always wearing gloves you keep hands warm and ensure good circulation.
- Regularly rotate the works to reduce the trigger time on the machine.
- Let the machine do the work, do not force the machine as it will increase the risk of HAVS.

Dust

The control of dust is regulated in the **Management of Health and Safety at Work Regulations 1999**.

Silica is a natural substance found in varying amounts in most rocks, sand and clay. For example, sandstone contains more than 70% silica, whereas granite might contain 15-30%. Silica is also a major constituent of construction materials such as bricks, tiles, concrete and mortar.



Dust is generated from these materials during many common construction tasks. These include cutting, drilling, grinding and polishing. Some of this dust is fine enough to get deep into lungs. The fine dust is known as respirable crystalline silica (RCS) and is too fine to see with normal lighting. It is commonly called silica or silica dust.

Dust

The regulations require that:

Dust emissions are restricted by:

- Using water suppression
- Carrying out any activity likely to produce dust in a controlled contained environment
- Checking wind direction

Dust can cause:

- Wildlife disturbance and pollution to their habitats, particularly in water courses which affect micro organisms, the base of the food chain
- Complaints from the public who may be vulnerable to respiratory problems, etc.
- Lung damage (Respirable Crystalline Silica Dust)
- Prosecution by the HSE

PUWER

Provision and Use of Work Equipment Regulations 1998 (PUWER)

places requirements to ensure the provision of safe work equipment irrespective of the age or origin of the equipment which includes;

- Suitability of equipment for each task.
- The equipment is adequately maintained.
- Training is provided to users in the correct and safe operation of each item.
- Ensure operating manuals are available.
- Defective work equipment must not be used, must be labelled and stored in a safe manner or removed from site.

LOLER

Lifting Operations Lifting Equipment Regulations 1998 (LOLER)

These regulations legislate the control of lifting operations and associated lifting equipment, for example;

- Lifting equipment is fit for purpose
- All slings, chains and shackles are regularly examined
- Lifting equipment should only be used for purposes for which it was designed
- What is being lifted
- Use of trained and competent slinger/signalers during lifting operations



New Roads and Street Works Act 1991



- Essex County Council has duty to coordinate works of all kinds on the highway and has been granted a Permit Scheme with which to achieve this.
- The principle of the Permit Scheme is to improve the planning, scheduling and management of all activities so as not to cause unnecessary disruption to any road user.
- The works which are categorised as 'registerable works' will require a permit.
- Permit applications will have to be submitted for all registerable work in accordance with the conditions of the Permit Scheme. These can be submitted either electronically using the EToN system or by email or post.

New Roads and Street Works Act 1991

Works which are categorised as 'registerable activities' within the regulations are;

- Works which involve the breaking up or resurfacing of any street.
- Works which involve the opening of the carriageway or cycleway of a traffic sensitive street at traffic sensitive times.
- Works which use any form of traffic control.
- Works which reduce the number of available lanes of a carriageway with 3 or more lanes.
- Works which require a Temporary Traffic Regulation Order or notice, or the suspension of a pedestrian crossing facility.
- Works which require the reduction in width of the carriageway of a traffic sensitive street at traffic sensitive times.

A copy of the Permit Scheme can be found on the ECC website.

Works Activities



Your Works

Before any site work is started it is recommended that you should:

- Have briefed the operatives on: Site Assessments, Site Details/Information, Method Statements, Statutory Undertakers Equipment, Traffic Management Information and Site Hazards/Considerations, Description of Works & Significant Hazards.
- All briefings should be recorded.
- Assessed that the operatives are competent and have the required tools and equipment to carry out the task.
- Complete a Site Specific Risk Assessment: Job Information, Site Details, Traffic Management, Permits and Environmental Issues (To be completed on-site by operatives) this document assess the current site risks and how they are controlled.

Delivery of Works

- Essex CC have a responsibility to know what maintenance works are and have been carried out on the network.
- Under this devolved arrangement, a record of all works carried out will be required and this will include:
 - Location.
 - Details of work completed and by whom.
 - Start and finish dates.
 - Before and after photographs.
 - Dimensions of any defect repaired.
 - Further maintenance requirements if needed.

Delivery of Works

- The following tables provide a brief summary of the work and hazards involved with key activities in which an interest has been shown.
- The skills and training provide an indication of that required over and above the basic level for working on the highway.
- The following is a list of the key basic training:
 - CSCS (Construction Skills Certification Scheme)
 - NRSWA (New Roads and Street Works Act)
 - Manual Handling
 - Abrasive wheels
 - First aid

Service Delivery

| Salt Bins & Bags | |
|----------------------|---|
| Description | Provide, supply and refill salt bags for parishes, town councils, etc. including roadside bins. |
| Special skills | None |
| Specialist equipment | None |
| Materials | Road de-icing salt |
| Particular hazards | Manual handling |
| Specialist training | None |

Service Delivery

| Footway and cycleway repairs | |
|------------------------------|---|
| Description | Repairing of surface defects |
| Special skills | Yes |
| Specialist equipment | Excavation and compaction |
| Materials | Various construction and surfacing materials |
| Hazards | Hazardous products, HAVS Manual handling |
| Training | Plant operator training Avoidance of underground service knowledge Abrasive wheel |

Service Delivery

| Road Marking | |
|----------------------|---|
| Description | Defect driven road marking replacements |
| Special skills | Yes |
| Specialist equipment | Road marking equipment and boilers. |
| Materials | Thermoplastic |
| Hazards | Hot working Vehicular traffic Manual handling |
| Training | Thermoplastic road marking Working with gas appliances |

Service Delivery

| Highway verge cutting including Special Roadside verges | |
|---|--|
| Description | Cutting of road side verges |
| Special skills | No |
| Specialist equipment | Grass cutting machinery |
| Materials | Fuel |
| Hazards | Cutting equipment Flying debris HAVS |
| Training | Equipment operation |

Service Delivery

| Weed spraying | |
|----------------------|--|
| Description | The application of pesticide to control weed growth to kerbs and rear of footway |
| Special skills | Yes – Pesticide certification required |
| Specialist equipment | Secure controlled storage and application equipment |
| Materials | Pesticides |
| Hazards | Hazardous chemicals |
| Training | Specific Pesticides |

Service Delivery

| Tree and hedge maintenance | |
|----------------------------|--|
| Description | Planned maintenance of trees and hedges with safety issues. |
| Special skills | Yes |
| Specialist equipment | Cutting and height access equipment |
| Materials | Fuels |
| Hazards | Cutting equipment, falling arisings, working at height, Tree Preservation Orders, ownership. |
| Training | Cutting equipment, working at height Category of chain saw/s and how they are being used. |

Service Delivery

| Public Rights of Way - maintenance | |
|------------------------------------|---|
| Description | Repair and maintenance of surface defects, finger posts, way marker posts, bridges, boardwalks, etc. |
| Special skills | Yes |
| Specialist equipment | Excavation and compaction equipment |
| Materials | Various construction and PRow materials |
| Hazards | Excavation, working at height and near / over water. |
| Training | Plant operator, working at height, working near / over water. Category of chain saw/s and how they are being used. |

Service Delivery

| Public Rights of Way – vegetation clearance and grass cutting | |
|---|---|
| Description | Cutting of grass and encroaching shrubs on rights of way. |
| Special skills | No |
| Specialist equipment | Grass and vegetation cutting machinery |
| Materials | Fuel |
| Hazards | Cutting equipment, Flying debris, HAVS, Invasive species |
| Training | Equipment operation |

Service Delivery

Passenger Transport Infrastructure maintenance

| | |
|----------------------|--|
| Description | Install, repair and maintenance of shelters, kerbs, poles, flag signs and timetable signs. |
| Special skills | Yes |
| Specialist equipment | Excavation, compaction and lifting |
| Materials | Bus shelters, kerbs, poles and flag signs, timetable frames. |
| Hazards | Working at height, Hazardous products, Manual handling, pedestrians and vehicles |
| Training | Plant operator, working at height. Avoidance of underground services Abrasive wheels |
| Ownership | Check with ECC whether the structure falls under existing maintenance arrangement subject to third party agreement |

Service Delivery

| Highway Enforcement | |
|----------------------|---|
| Description | Enforcement of illegal activities and issues causing a nuisance to users of the highway |
| Special skills | Yes |
| Specialist equipment | None |
| Materials | None |
| Hazards | Lone working and dealing the public |
| Training | Interpersonal and negotiation skills |

Delivery of Works

Road signs and street furniture including tourism signs

| | |
|----------------------|--|
| Description | Repair and maintenance of non-illuminated road signs and street furniture. For the installation of new signs – check with ECC for approval beforehand. |
| Special skills | Yes |
| Specialist equipment | Excavation |
| Materials | Various construction materials, signs and street furniture |
| Hazards | Excavation, Working at height, Manual Handling |
| Training | Avoidance of underground services Abrasive wheels |
| Ownership | Check with ECC whether the structure falls under existing maintenance arrangement subject to third party agreement |

Delivery of Works

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Housekeeping

- Clean up spillages immediately using an appropriate procedure. **Do not leave it for someone else to clean up!**
- Ensure all materials and spoil are stored or placed in a designated area that does not restrict safe access or egress around sites
- Do not leave spent or surplus materials and packaging on site.
- Store tools and equipment correctly and safely.
- Be considerate when using all tools and/or hoses, taking care not to inadvertently create any tripping hazards
- Any instances of poor housekeeping on site must be acted upon.

Remember - a clean and tidy site is a safe site

High Risks



Traffic Management

- TM should only to be carried out by trained and qualified Traffic Management resources.
- All roadworks guarding must be erected in accordance with the guidance contained within the 'Safety at Street Works and Road Works. A Code of Practice' (Red Book) October 2013.
- Particular care and attention must always be given to the safety of the public and others working nearby.
- If the work site has to be left open overnight, always ensure that it is effectively guarded prior to leaving the site.



Underground Services

The CDM Regulations require compliance with **HSG 47 - Avoiding Danger from Underground Services** as a minimum requirement. Recommendations include:

- Adoption of safe digging techniques at all times.
- Identification of underground services.
- Use of CAT, Genny, trial holes and drawings to identify and mark services is fundamental to safe working practices.
- Consideration should be given to the use of sub-surface or ground penetrating radar surveys.



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The **Manual Handling Operations Regulations 1992** require the assessment of significant risks and the reduce the need to manual handle so far as reasonably practicable and examples are shown below.

- DO NOT attempt to carry or lift anything that is too big or too heavy – ask for assistance.
- Before lifting think:
 - Is the route clear of debris?
 - Do you need assistance?
 - Can object be reduced in size?
 - Can the load be made lighter?
 - Is the lighting good?



Lone Working

- Lone working is an acceptable way to work provided appropriate precautions are taken
- You need to know when an employee intends or is asked to carry out any lone working tasks
- It is advisable that some tasks should **NOT** to be carried out under lone working in any circumstance. These include:
 - Work in confined spaces
 - Work near deep (greater than 0.5 m deep) water
 - Work near fast flowing water
 - Work in derelict buildings or structures
 - In areas where there is no mobile phone signal

Slips, trips and falls

- Slips, trips and falls can lead to serious injuries.
- The Health and Safety Executive (HSE) summary of statistics for Great Britain in 2017 showed that slips, trips and falls are the highest cause of injury in the workplace
- The HSE reports 609,000 estimated non-fatal injuries to workers according to self-reports from their Labour Force Survey and of these;
 - 175,000 were injuries with over 7 days' absence
 - 434,000 were injuries with up to 7 days' absence
- The main accident type reported was slip, trips and falls at 29%, occurred on the same level. This was followed by lifting and handling at 22%.

Slips, trips and falls

What does the law say?

- The Health and Safety at Work Act 1974 requires employers to ensure the health and safety of all employees. This included taking steps to control slip and trip risks. Employees have the duty to not put themselves or others in danger and must use safety equipment provided.
- The Management of Health and Safety at Work Regulations 1999 requires employers to assess the risks (including slip and trip risks) and, where necessary, take action to address them.

What can we all do to avoid these hazards?

Reducing the risks is usually easy, costs little or no money such as good housekeeping, placing warning signs and barriers, be vigilant and footwear is suitable for the task and has adequate tread.



Other Considerations



Vehicles, Plant and Equipment

- Only trained and authorised personnel should operate plant such as excavators, rollers and dumpers.
- The wearing of seat belts is compulsory in all vehicles and plant that have them fitted.
- Daily vehicle checks
- Defect reporting
- Drivers Hours
- Safe Loading
- Daily Plant checks

Equipment Calibration

- It is the responsibility of each employee to ensure that all equipment being used has been serviced, inspected or calibrated
- All calibrated equipment will be identified with a label indicating its status when the next calibration is due

Equipment whose calibration is out of date should not be used



Waste Management

- Store and handle all waste correctly.
- Re-use of waste should be the preferred option where applicable.
- If re-use is not viable ensure waste goes for reclaiming or recycling whenever possible.
- Segregate waste into the correct recycling bins / signed areas.
- Keep the waste storage areas tidy and free from spillages.



The last resort should always be transferring waste to landfill

Spillages

- Ensure all fuel tanks and bulk liquid storage, are properly bunded and sited in low risk areas.
- Use drip trays below static plant e.g. pumps, generators and when dispensing any bulk liquids.
- Be careful when refuelling, select an area of low risk, if within 10 metres from drains/watercourses use a funnel and drip tray to minimise risk.
- Have spill kits to hand at areas of high risk for spillages.
- Fuel and oils must be stored in suitable containers that are correctly labelled, stored and bunded.
- Always dispose of the soaked up spillage in the appropriate waste skips.

STOP, CONTAIN, DIVERT, REPORT

Never flush spillages into drains / watercourses

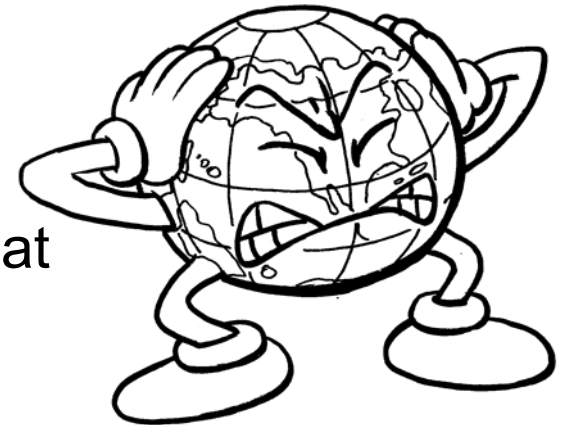
Noise

Restrict noisy activities by:

- Turning off vehicles and plant when not in use
- Selecting quiet or low noise equipment through our supply chain
- If you feel that an item of equipment / plant is more noisy than usual, report it to your line manager

Noise can cause the following:

- Wildlife disturbance & damage to their habitats
- Complaints from the public, particularly at night or weekends

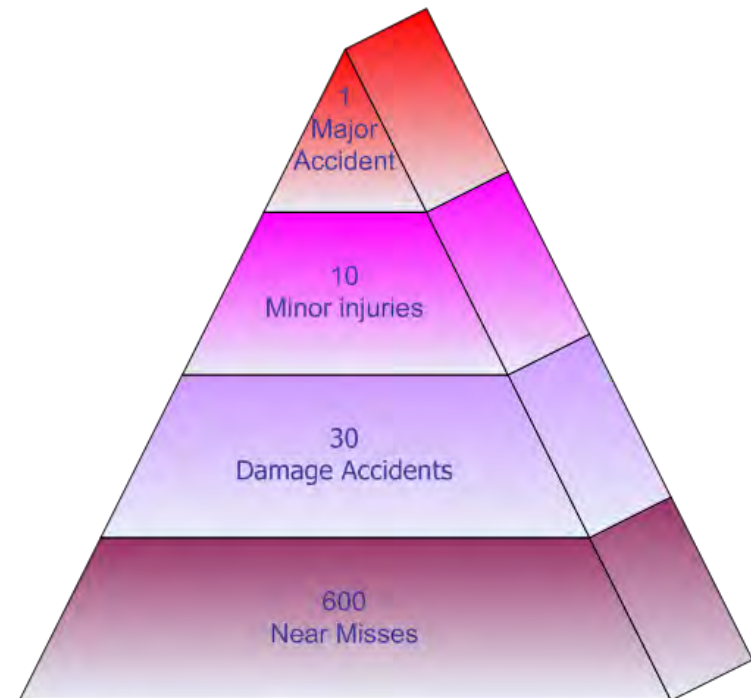


Health, Safety and Environmental Reporting

It is recommended a system be in place to record the following categories of safety issues which in doing so will reduce the risk of personal injury, reputational damage and damage to third party property:

- Near miss
- Concern
- Suggestion

Alongside is an example of Heinrich's Triangle Theory which demonstrates how the reporting of near misses can reduce minor and major injuries.



Definitions

Incident

An occurrence that has resulted in injury or damage.

Near miss

An occurrence (something has happened) that has not resulted in any injury or damage but has the potential to do so

Concern

Concerns that could lead to a near miss or incident occurring

Suggestion

Action that could be considered to help improve health and safety or environmental performance

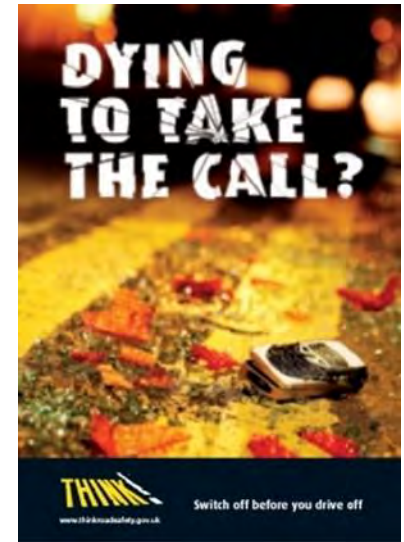
Drugs and Alcohol

- Any person under the influence of drugs or alcohol is more likely to be involved in an incident.
- If any employee is on medication for any reason then they should inform you so that an assessment can be made as to their safety.
- There are 16 types of drugs (8 prescription and 8 illegal) that affect the ability to drive vehicles, operate equipment and work safely.



Mobile Phones

- It is not only illegal but also dangerous to use a hand held mobile phone whilst driving.
- If caught, there is a mandatory 6 points on your licence and a financial fine.
- It is not advisable to use a mobile phone during operational activities.
- It is advisable to always find a safe place away from operational activities and traffic before using your mobile phone



Biodiversity

- Be aware of any Sites of Special Scientific Interest, Local Wildlife Sites, or Special Road Verges in your area and the reasons for these designations
- Always aim to make enhancements for wildlife, and ensure that plants, animals and their habitats are not harmed
- Be considerate with the storage of materials and waste, taking all necessary precautions to prevent damage or pollution
- Be particularly aware when working near water, as wetland habitats are particularly vulnerable to harm

Biodiversity

Ecological Calendar

Species

| Species | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
|--|---|-----|--------------------------------|---------------------|--|-------------------------------|--|-----|-------------------------------------|--|----------------------------------|-----------------------|--|
| Badgers: Badgers and their setts are protected under the Protection of Badgers Act 1992. A licence is required to work within a distance of 30m which can be extended for certain high impact works such as piledriving Etc. Badgers tend to inhabit areas of countryside with mixed land uses and a variety of agricultural uses. | Closed season for development, no work close to setts. | | | | | | | | | | | | |
| | Best time for surveys | | | | | | Best time for work, Badger licence season. | | | | | | |
| | Artificial Sett construction works | | | | Field surveys possible, but are not as effective | | | | | | | | |
| Bats: Bats and their roosts are protected under the Wildlife & Countryside Act 1981. All 16 species of bat are protected. The roosts are protected whether bats are present or not. Bats roost in a variety of locations including buildings, trees, caves, cliffs, rock faces and in bridges or other highway infrastructure. | No working in hibernation roosts | | | | | | | | | | No working in hibernation roosts | | |
| | | | | | | No working in breeding roosts | | | | | | | |
| | Best time for surveys | | | | Best time for surveys | | | | | | | Best time for surveys | |
| Birds: All wild birds, their nests and eggs are protected under the Protection of Birds Act 1954 & the Wildlife and Countryside Act 1981. It is illegal to harm, disturb, damage or destroy Birds, their Eggs or their Nests. | | | No working in nesting habitats | | | | | | | | | | |
| | Best time for surveys | | | | | | | | | | | | |
| | Vegetation clearance can take place | | | | | | | | Vegetation clearance can take place | | | | |
| Great Crested Newts: These are protected under the Wildlife and Countryside Act 1981 & the Habitats Regulations 1994. They can be found in medium sized ponds, flooded pits & ditches. A licence is required for any survey or works within 500m radius of a breeding pond. | Hibernation period - NO working or surveys | | | | | | | | | Hibernation period - NO working or surveys | | | |
| | | | Best time for surveys | | | | | | | | | | |
| | | | Best time for works | | | | | | | | | | |
| Otters: Protected under the Wildlife and Countryside Act 1981 & the EC Habitats Directive. Otters can be found in rivers, ditches, ponds, lakes, canals and marshes as well as coastal areas. Measures may also need to be undertaken to prevent Otters straying into works areas, or onto completed highways. | Breeding throughout the year | | | | | | | | | | | | |
| | Surveys can be undertaken throughout the year | | | | | | | | | | | | |
| | Works can take place throughout the year but a licence is normally required | | | | | | | | | | | | |
| Water Voles: Protected under the Wildlife and Countryside Act 1981. It is illegal to Kill, Damage or Destroy a Water Vole or it's Habitat. Water Voles can be found in freshwater habitats such as streams, ditches, rivers and canals that sustain a suitable bankside vegetation. | Avoid working in Water Vole Habitat area | | | | Avoid working in Water Vole Habitat area | | | | | Avoid working in Water Vole Habitat area | | | |
| | | | Best time for surveys | | | | | | | | | | |
| | | | | Best time for works | | | | | Best time for works | | | | |

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Trees

- Be aware of any Tree Preservation Orders or Conservation Areas in your area, as consent may be needed for any tree management in these situations.
- All tree management should follow arboricultural best practice with the aim of managing health and safety risks, preventing obstruction, and prolonging tree Ground level must not be allowed to change under the canopy
- Tree planting should be in private land rather than in the public highway and should involve the right species in the right place, to maximise benefit and prevent future risks.
- Hedges should be managed to create tall, broad and continuous structures and should be allowed to flower and fruit.
- Trees and hedges should always be protected from damage, both above and below ground

Insurance



Insurance - mandatory

| Policy | Cover | Liability |
|--|--|---------------------------------|
| Employers Liability | Legal liability following death or bodily injury sustained by employees or volunteers during or arising out of and in the course of their employment or carrying out works. | £10 million |
| Public/Products Liability | Legal Liability to pay damages or compensation in respect of bodily injury or accidental damage to third party property including damages arising from products sold or supplied by the insured in connection with the business. | £10 million |
| Contract Works (Construction/Contractors All Risks | “All Risks” of physical loss or damage including owned and hired plant. | To suit individual requirements |
| Motor Fleet Insurance | All motor vehicles that are driven on the highway | To suit individual requirements |

Insurance - recommended

| Policy | Cover | Liability |
|---------------------------------------|---|---------------------------------|
| Computer Cover | To cover all computer (tablets, mobile phones, Confirm access) equipment provided by the Council. | To suit individual requirements |
| Environmental Liability | Legal liability for loss or damage resulting from claims as a result of bodily injury, damage to property, clean up and destruction of natural resources following sustained by employees or volunteers during or arising out of and in the course of their employment or carrying out works. | To suit individual requirements |
| Professional and Management indemnity | Claims arising from professional advice and against management | To suit individual requirements |

Summary



Key Responsibilities for Safety

YOU

**are responsible for your
own safety and the safety of
others around you**

Remember!



Finally

**IF IT'S NOT SAFE
DON'T DO IT**

Any questions?

