

Title: Short Duration Stops on Public Roads

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Author: Rowan Smith

Post: Local Highways Manager

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1. Scope

This Code of Practice covers short duration stops, i.e. those lasting less than 15 minutes, for the inspection of features or structures on a live carriageway.

2. Application

Staff, who as part of their duties, have to carry out short duration inspections of structures or highways with a live carriageway.

3. Hazards Identified

- (a) Traffic in vicinity
- (b) Inclement weather
- (c) Uneven or slippery surface
- (d) Heights - falls either from or down

4. Personal Protective Equipment

PPE shall be worn at all times as detailed in the Safety code of practice CPA5 – Safety clothing and equipment.

5. General

Every possible opportunity should be taken to carry out inspections well away from traffic lanes by using verges or footpaths, for example, finding a safe place to park away from the live carriageway. If this is not possible, then signing should be erected to comply with Chapter 8 of the Traffic Signs Manual.

Private vehicles used by staff for inspection purposes should be easily identifiable by means of magnetic roof mounted Double Amber Rotating Beacons. Vehicles should have the already provided Highways Maintenance sticker clearly displayed in the rear window or on the rear of the vehicle.

Where practicable and where available inspections should be undertaken using the Divisional based Inspection Vehicles.

All staff undertaking inspections should be competent and familiar with the requirements of Chapter 8 of the Traffic Signs Manual.

It is a legal requirement, and always prudent to conduct a risk assessment before any work activity. Plan your work for periods of low traffic flow and

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except in emergency do not work in poor or reduced visibility. If work is required in poor visibility, then two staff members equipped with a form of communication, e.g. Foghorn or Radio, should be employed, one to act as a lookout to warn of approaching traffic.

Remain alert at all times, complete the work as quickly as possible and whenever possible face oncoming traffic.

6. Procedure for stops on the highway

- 6.1 Check the mirror, and if safe to do so, indicate and manoeuvre to the left-hand traffic lane. Switch on the double amber rotating beacon before slowing down.
- 6.2 Position the vehicle no less than 10m in front of the feature to be inspected, making best use of any off road parking e.g. lay-by, gate entrance etc. leaving sufficient space to maintain pedestrian access. If there is no alternative to stopping on the carriageway, park the vehicle as close to the road edge as possible.
- 6.3 If the vehicle is to be left on the carriageway then the double amber rotating beacon should remain on for the duration of the stop unless within the confines of a fully installed traffic management layout.
- 6.4 Ensure PPE is worn before leaving vehicle and exit from the passenger side if possible. Maintain a constant watch for approaching traffic.
- 6.5 On completion of the inspection, take special care when rejoining the traffic stream, ensure the appropriate direction indicator is switched on before moving off; the double amber rotating beacon should be kept on until the main flow of the traffic has been joined.

7. Procedure whilst undertaking inspection

- 7.1 Walk at all times to reduce the risk of tripping or falling, take particular care if climbing embankment slopes.
- 7.2 If it is essential to cross the highway, wait for a gap in the traffic which is long enough to allow walking across briskly, looking and listening for traffic. Be prepared to wait for a gap in the traffic. On heavily trafficked roads it may only be possible to cross during off-peak periods.
- 7.3 Walk straight across the road avoiding cats eyes or other trip hazards
- 7.4 If carrying tools or equipment ensure they are securely held and unlikely to be dropped. Ensure any equipment does not obscure your high visibility clothing
- 7.5 Remain alert at all times and whenever possible facing oncoming traffic.
- 7.6 Complete the inspection as quickly as is safely possible.