

**DEVELOPMENT DEPARTMENT – TRANSPORTATION, INFRASTRUCTURE AND ENGINEERING
HIGHWAY MANAGEMENT DIVISION**

Scaffold/hoardings are not to be erected prior to the issue of the permit and relevant site conditions.

Your attention is drawn to the following site conditions prior to the commencement of your works: -

Scaffolds are not to be erected unless you have all the equipment necessary to fulfil the conditions in total. Prior to working on or adjacent to the highway at the site covered by the attached permit it is a requirement under the Highway's Act that an access to site permit be obtained from my department (Macadam Road, Prince Rock). At the time of applying your Public Liability Insurance (minimum £2,000,000) cover note must be produced.

Vehicles must not park on or traverse footpaths.

Prior permission must be obtained to store materials/equipment on the highway.

Carriageway and footpath must be adequately protected from paint staining, mortar spillage etc.

Footpaths must at all times be kept free of all builders' debris and equipment.

Mortar mixing must not be carried out on the highway.

If you are not able to comply with any of the conditions as set out within the permit due to any specific safety factor my office must be contacted on Plymouth 304637 so the situation can be discussed.

Erection of Scaffold/Hoardings etc. Schedule of Conditions.

All relevant conditions pertaining to the erection of the scaffold/hoarding structure must be compiled with prior to passing the structure to your clients.

- A. The hoarding or fence and/or scaffolding or any other structure shall be securely erected in a proper and workmanlike manner by or under the immediate supervision of a person competent and experienced in carrying out such work. All scaffold structures must be adequately tied/fixed/braced to the building to which it services.
- B. Any erected scaffold/structure must not obstruct access to any Statutory Undertakers equipment.
- C. The hoarding or fence and/or scaffolding or any other structure shall be adequately lit at all times between half an hour before sunset to half an hour before sunrise, or in fog.
- D. Scaffold standards shall be fitted with suitable base/sole plates or in some other suitable and sufficient manner to the entire satisfaction of the Highway Maintenance & Operations Manager. All scaffolding standards and braces must be fitted with high visibility plastic sleeves for the first 2.45m (8 feet) above the footway/carriageway. No other equipment ladders or materials may be kept on the footway or carriageway and allowances must be made for the safe passage of all highway users, i.e. motor vehicles, pedestrians, and ensure adequate access for prams. No cross bracing at footpath level for the first 2.45m in height across the narrow section of the scaffold (thereby allowing pedestrian access to the footway under the scaffold). Failure to be able to meet this requirement under the Health & Safety Regulations will require consultation with my department in respect of the specification for a temporary footway. When permission is granted to allow cross bracing in this position a minimum width of 2m of footway must be available to pedestrians outside the area of the scaffold. The first lift to be close boarded and pedestrians protected from any dusty environment.
- E. Any open ended scaffold tube fixed below a height of 2.45m (8 foot) shall be protected with a plastic protector (bung or cap) inserted into or over the end of the tube. Transoms must not extend beyond the total width of the scaffold structure.
- F. A covered platform and handrail to serve as a footway shall be erected outside the hoarding or fence and/or scaffolding or any other structure to the satisfaction of the Highway Maintenance & Operations Manager and condition G applies because this site is liable to impact damage by vehicles.
- G. Where the proposed site of the scaffolding is considered to be particularly liable to impact damage by vehicles, 300mm x 300mm (12 inches x 12 inches) Section Baulk Timbers shall be provided, painted white and fitted with reflective markings, securely fastened to the carriageway structure, as a kerbing along the carriageway edge, such that the hoarding, fence and/or scaffolding shall be protected against impact damage by traffic, all to the satisfaction of the Highway Maintenance & Operations Manager. Baulk timbers to be frequently inspected and repainted when necessary.
- H. The scaffolding shall be kept back 450mm (18 inches) from the carriageway up to the height of 5.5m (18 feet) measured from the gutter level.
- I. During the course of all works the Licensee and Main Works Contractor shall comply with the Safety at Street Works & Roadworks Traffic Signs Manual together with such other conditions as the Highway Maintenance & Operations Manager may require. (This includes your vehicle whilst parked servicing the site).
 - a) The licensee shall ensure that the lighting and guarding complies with Chapter 8 of the Traffic signs manual, the safety at Street Works and Road Works Code of Practice and is to the satisfaction of the Highway Authority.
 - b) To ensure that this requirement is met, all contractors are required to be accredited in the Signing, Lighting & Guarding module as prescribed in the New Roads and Street Works Act, 1991.
- J. During the period in which the hoarding or fence and/or scaffolding or any other structure is allowed to stand, the whole shall be kept and maintained in good order and condition and so as not to be injurious to the amenities of the neighbourhood. Any alterations to the scaffold must be carried out by the Scaffold Contractor.
- K. Scaffold structures must be inspected daily before use. In addition, they must always be inspected after bad or excessively dry weather or particularly high winds, which may have affected their strength and stability. Inspections must be carried out by a competent person and the results of the inspections (including any faults found) must be recorded in the prescribed form F91 (Part 1, Section A, 'Record of inspections of scaffolding'); this form contains two types of scaffold safety check lists.
- L. The street around the hoarding or fence and/or scaffolding or any other structure must be kept clear of building materials and equipment. Any spillage's must immediately be removed from the highway. The footway shall be kept clear for pedestrians and properly protected both day and night so as to cause no damage or injury to the public.

- M. The name and telephone number of the contractor/keyholder shall be displayed on a board measuring 600mm x 450mm and firmly fixed to the structure. No other notice, placard, advertisement or anything in the nature of an advertisement shall be printed, posted, pasted, drawn, painted, shown or displayed in any way on or from such hoarding or fence and/or scaffolding or other structure without the written consent of the local planning authority and of the Council and then only subject to the terms of such written consents. Structures to be kept clear of all illegal bill posters.
- N. No door forming part of the hoarding or fence shall be hung so as to open outwards across any part of the public footpath or highway. Hoardings must not be fixed to the footpath area. Ends of hoarding to be painted white and each end fitted with a reflectorised plate. Front elevation of hoarding to be painted in a light colour.
- O. To ensure the safe passage of users of the highway the scaffold must be sheeted down with debris mesh netting from the underside of the top of the handrail (top working lift) to the underside of the bottom working lift level to the complete elevation area. It must be well secured to the complete elevation area. Carriageway/footpath must be protected from spillage, when replastering work is carried out.
- P. At the expiration of the time for which the licence is granted or when the work in respect of which this consent is granted is completed, or if the consent is revoked, whichever shall first happen, the hoarding or fence and scaffolding shall be immediately taken down, and notice thereof shall be given in writing to the Highway Maintenance & Operations Manager by the person to whom the consent is granted, in order that the pavement may be forthwith reinstated and any other damages to the street made good by the Council at the expense of the Licensee/Works Contractor in accordance with the provisions of Section 133 of the Highways Act 1980.
- Q. The Licensee and Works Contractor must be covered by public liability insurance which should be available for inspection; minimum cover to be £2,000,000. Such insurance 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 work in connection with this permit.
- R. The Council shall have the right to revoke the licence at any time by written notice addressed to the licensee and posted "recorded delivery" to the address stated in the licence if any of the conditions subject to which the licence is granted are not complied with thereupon the licensee shall forthwith remove the scaffolding etc. In default and after giving 5 days' notice the Council may themselves remove the scaffolding etc. and any reasonable expense incurred by the Council in so doing shall be recoverable from the licensee.
- S. The duplicate copy of the licence should be kept on site at all times during which the scaffolding/hoarding etc. is erected and produced to the Highway Maintenance & Operations Manager, or other authorised officer upon demand.
- T. No work shall be carried out or vehicles parked or butts deposited on main traffic routes/traffic sensitive routes between hours of 0700 – 0930 hours or 1530 – 1830 hours. Vehicles parked on main roads/traffic sensitive routes must be protected by the setting out of traffic warning signs and cones in accordance with the Code of Practice as set out within the Safety at Street Works & Road Works Act 1991.
- U. Lorry butt containers can only be positioned on the highway under cover of approval of the Highway Authority.
- V. Erection of scaffold/hoarding pedestrianised areas.
- 1) Vehicles may enter for the purpose of loading/unloading between 0600 hours and 0800 hours or after 1800 hours and 2100 hours (except Late Night Shopping evenings).
 - 2) Permission to erect scaffold during normal business hours must be applied for.
 - 3) No loose scaffold material to be left on site overnight.
 - 4) Horizontal handrail to be provided at a height of 1m on each face exposed to the public together with rail at approximately 100mm above the footway for the benefit of blind/partially sighted pedestrians.
 - 5) A safe working area to be set out with free-standing barriers to ensure the safe passage of pedestrians.
- W. All working areas/platforms must be fitted with toe boards and metal protective mesh, from the base level of the working platform to the handrail, thereby giving operatives a safe working area.
- X. When chutes are used for the removal of debris all necessary precautions must be taken for the safety of all Highway users. During this operation the skip or lorry body must be sheeted down to minimise dust levels.
- Y. Partially erected/incomplete scaffolds must have your name board affixed and a warning notice board indicating 'Scaffold Incomplete – Not to be used'. If left overnight the incomplete scaffold must be lamped.
- Z. The scaffold shall be fanguarded and close boarded for the protection of the public.

Notes:

1. If the licensee objects to any of the conditions of the licence he/she may appeal to a Magistrates' Court within 21 days of the date of receipt of the licence.
2. The licensee is reminded that it is his/her responsibility to ensure that the scaffolding etc. is structurally sound and is properly erected and maintained. The Highway Maintenance & Operations Manager's inspections are directed to the highway authority's responsibility to ensure that adequate provision is made for the safe passage of users of the highway.
3. Prior to the erection of the scaffold your client must be informed regarding any conditions in which his works will be affected.
4. When scaffolds are erected against adjacent or abut the Highway (footway/carriageway) it is your responsibility to ensure the safe passage of Highway users during the term of your works.