

Document Title:	Works on Verges and Hard Shoulders
Officer:	
Review Date:	

Method Statement

Title	Works on Verges and Hard Shoulders
Resources for Activity	Traffic cones, with clean reflective sleeves, ticker tape, lamps, sand bags, temporary road signs and frames (if required)

1. Staff or volunteers employed in these tasks on behalf of the local council need to apply their training, manufacturer's instructions and the outcome of any risk assessment before undertaking work. The following method statement is to be seen as general advice only.
2. West Berkshire operates a street works permit scheme and anyone carrying out works in the road will legally need to apply to West Berkshire Council for permission, in advance of the works. These forms can be obtained at our website at <http://info.westberks.gov.uk/index.aspx?articleid=31032> and should be sent to the Street Works Team at streetworks@westberks.gov.uk.
3. All works on the public highway must comply with the signing, lighting and guarding requirements of Section 65 of the [New Roads and Street Works Act 1991](#).
4. Any traffic management requirements, including any Portable Light Signals, must be applied for with the permit for the works, giving at least seven days notice, unless of an emergency nature, and including a legible plan depicting each layout and sent to the Street Works email address above.

Please see the [Safety at Street Works and Road Works Code of Practice](#)

Work Sequence

General

1. All Traffic Management proposals and road-space booking applications have to be approved in advance of the works commencing.
2. All site personnel to wear appropriate Personal Protective Equipment, e.g. safety boots, head protection, long sleeved reflective clothing.
3. Activate roof-mounted beacon and park vehicle safely off road, if possible. If the vehicle is parked on the verge it must be off the carriageway of a distance greater than the lateral safety clearance requirement.
4. Switch off roof-mounted beacons when stationary.
5. Take care when using verges for vehicle movement to avoid damage.
6. Engines to be switched off when vehicles are not in use.

Definitions

Verge: The area situated between the earth works slope or highway boundary and the edge of the carriageway.

Hard Shoulder: The area provided adjacent to the near side of the carriageway to offer a place for vehicles to stop in emergencies clear of main line traffic.

Live lane: A traffic lane that does not form part of the works area or safety zone. Unless signing advises to the contrary, the hard shoulder should not be classified as a live lane.

Vehicle clearance: The minimum lateral clearance of 0.45m (0.6m preferred) between the nearest part of the works vehicle and the edge of the carriageway in use (i.e. traffic side of the edge of carriageway road marking).

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High speed road: A single or dual carriageway road which is subject, to a permanent speed limit of 50mph or more.

Short, medium and long duration stops on the hard shoulder: The following definitions include any work activity or any vehicle parked on or encroaching on the hard shoulder:

Short duration: up to 15 minutes

Medium duration: up to 90 minutes

Long duration: over 90 minutes.

Stops on the verge: The following definitions include any work activity or any vehicle parked on the verge:

Short duration; up to 15 minutes

All others: over 15 minutes.

Vehicle Issues

1. Any vehicle undertaking short, medium or long duration stops shall comply with the requirements for vehicles in accordance with [Chapter 8 Traffic Signs Manual \(Part 2\)](#) - Section 5. In summary the minimum requirements are that the vehicle is a conspicuous colour, has high visibility rear markings, has two roof mounted amber beacons or a light bar comprising of at least two independent light sources (visible 360°) and has a "Highway Maintenance" sign to diagram 7404 externally mounted on the rear of the vehicle.
2. Vehicles shall park at least 18m upstream of the works area, in line with the carriageway. The front wheels turned to full left lock unless location specific risk assessment suggests otherwise.
3. Vehicles should face in the direction of the traffic flow at all times.
4. Use of beacons:
 - Beacons shall be in use when entering, leaving or moving on the verge, or travelling in traffic at less than the general speed of the traffic when approaching or leaving the site.
 - When stationary on the verge the following apply:
 - Short duration stops – the beacon remains on at all times.
 - Medium duration stops – the beacon is switched off once Figure 1 traffic management is in place.
 - Long duration stops – the beacon is switched off when stationary.

NOTE: *(If your vehicle is unable to operate beacons without the engine running during short duration stops and you need to leave the vehicle, then you should set out temporary traffic management as shown in Appendix 1 (at the end of this document), then switch off your engine and lock your vehicle)*
5. The conspicuity of vehicles shall be maintained at all times. For example by:
 - placing retro reflective tape on rear facing edges;
 - duplication of lighting clusters and beacons where standard lighting is obscured;
 - ensuring the cleanliness of conspicuity markings and lights.
6. Breakdown and recovery vehicles shall comply with the requirements of PAS 43:2006 and where appropriate Sector Scheme 17 – Sector Scheme for Vehicle Recovery at Highway Construction Sites.

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Personnel Issues

1. Personnel undertaking works on the hard shoulder or verges should ensure that they:
 - have appropriate use of neck, trunk, arms and legs;
 - are capable of giving, receiving, understanding and acting upon instructions;
 - are capable of reading a vehicle registration (number) plate at a distance of 20.5 metres (when wearing glasses or contact lenses if required);
 - have good hearing;
 - are suitable for the work required, and that, safety is not compromised by them suffering from specific conditions or illnesses;
 - are not adversely affected by the taking of medication or prescribed drugs.
2. Should any personnel feel that they may not meet any of the above mentioned criteria they must inform their supervisor for re-assessment.
3. Our Policy for drug and alcohol screening regarding the inappropriate use of medication, drugs and alcohol will be enforced through random checks or on suspicion of inappropriate use of drugs or alcohol.
4. All Operatives shall wear, as a minimum, a high visibility jacket to BS EN 471, Table 1: Class 3 and high visibility trousers. In addition, other staff such as those carrying out site visits or inspections should consider the use of high visibility trousers in accordance with the requirements of [Chaper 8 Traffic Signs Manual \(Part 2\)](#) – Section 6.3.
5. Personnel should work facing oncoming traffic, wherever practicable.
6. Personnel shall consider their own, and other people's safety when working in areas where the grass verge is narrower than usual.
7. Personnel shall endeavour to access and/or egress vehicles from the side of the vehicle that presents the least risk.
8. In addition, wherever practicable, the loading and unloading of tools and equipment shall not be undertaken from the live traffic side of the vehicle.

Traffic Management Issues

1. Traffic management shall be provided in accordance with the following:
 - Short duration stops within the hard shoulder do not require advance warning signs or temporary traffic management.
 - Medium duration stops within the hard shoulder require temporary traffic management as shown in Appendix 1: Figure 1.
 - Long duration stops within the hard shoulder require a hard shoulder closure in accordance with [Chaper 8 Traffic Signs Manual \(Part 1\)](#) – Section 6.10.
 - Stops within the verge on roads with or without a hard shoulder, provided adequate lateral clearance can be maintained, require:
 - For short duration stops - no advance warning signs or temporary traffic management.
 - For medium and long duration stops - temporary traffic management to Appendix 1: Figure 2.

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2. All temporary traffic management equipment shall be clean and fit for the purpose on initial deployment and be regularly maintained in such condition until completion of the work.
3. For the ease of transportation, the use of collapsible signs and cones for medium duration stops should be considered.
4. Measures must be taken to stabilise traffic signs/frames, with ballast in the form of sacks containing fine granular material, or to otherwise secure them to permanent fixtures.
5. Cone bases, sign plates and frames should be marked to facilitate identification of ownership.
6. Placement of vehicles in the verge should avoid restricting the sightlines of passing vehicles.

Lateral Safety Clearance - Table 1

40mph or less	50mph or greater
0.5m	1.2m

Site Assessment for Lateral Safety Clearance

1. To assess the traffic management requirement for the works, one person facing oncoming traffic can feed out a measuring tape towards the edge of the carriageway from a safe working distance away from the carriageway and when there is a gap in the traffic, to establish if a suitable lateral safety clearance can be achieved, in accordance with Table 1 above.
2. Consideration must be given to [Chapter 8 Traffic Signs Manual \(Part 1\)](#) - Section D3.20.3 when works comprises of inspections, minor repairs, lamp changing.
3. Where there is sufficient working space to install the correct Lateral Safety Clearance, the following must be adhered:
 - One row of longitudinal traffic cones or barrier to be placed at the measured lateral safety clearance, covering the work area.
 - Where traffic cones are used these shall be clean and fitted with reflective sleeves, in a good condition and taped, to provide a continuous barrier.
 - There is no requirement to provide advance signing.

When to apply Lateral Safety Zones

1. Lateral Safety Zones consisting of a delineated row of cones or barrier must always be applied when carrying out work on verges that comprise of any excavation or cyclic maintenance unless the works can be safely carried out behind the refuge of an existing barrier. Advance signing or other temporary traffic management must always be considered.
2. Lateral Safety Zones may not be practical on more transient works such as litter picking and some strimming works where large distances are being covered throughout the works where a site specific risk assessment would need to be carried out to determine the safest working practice.

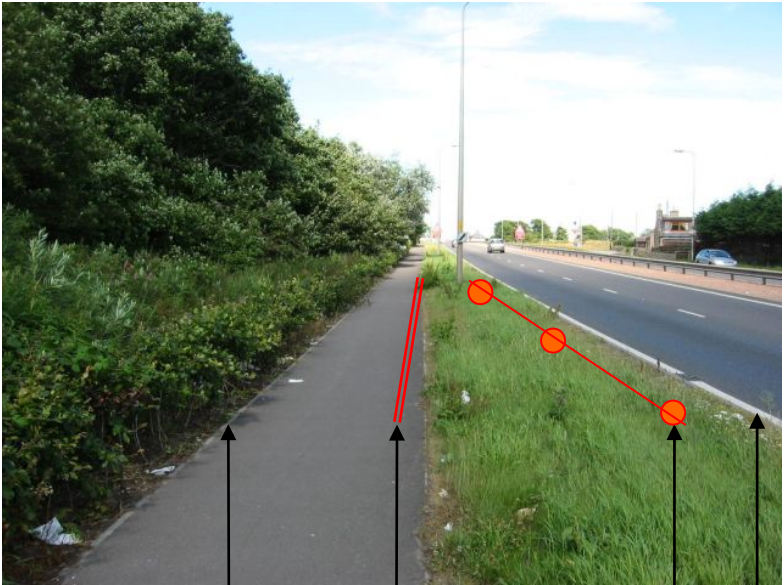
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Dual Carriageways	Standard relevant Traffic Management Layouts must be applied when
	Vehicles and personnel cannot meet the horizontal safe clearance required of 0.5m on roads of 40mph or and 1.2m on roads exceeding 40mph.
	Where risk assessment identifies that advanced warning is necessary.
	Where vehicles or any tools, equipment or any part of the body or ladder exceed the horizontal clearance.
	On a footway or verge used by pedestrians where an unobstructed width of at least 1.0m can be maintained for pedestrians on the side of the works remote from the live carriageway and a safety zone of 0.5m or 1.2m can be maintained between the works an the carriageway (See figure 1)

Figure 1: Verge with footpath on dual carriageway exceeding 40mph

Key - // = Pedestrian Guard Rail ●—● = Cones and delineated taper or barrier



Minimum clearance for Pedestrians 1.0m Works area 1.2m Horizontal Safety Clearance

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All Purpose Single Carriageway	Signing and Guarding not required provided (Note: This does not exclude Lateral Safety Zones)
Works carried out in daylight	
Vehicles and personnel are fully off the carriageway	
Horizontal clearance from the edge of the carriageway of 0.5m can be met on roads of 40mph or less (see Fig 2).	
Horizontal clearance from the edge of the carriageway of 1.2m can be met on roads of 50mph or more (see Fig 3).	
When work comprises of inspections, minor repairs, lamp changing or the cleaning of signal heads, and can be done within the limits of existing refuges.	
When working on a fixed apparatus which is closer to the edge of the carriageway to the person carrying out the work, the tools and equipment being used and any ladder are not closer to the edge of the carriageway than the apparatus being worked upon.	
In any other situation, provided the horizontal clearance distances from the edge of the carriageway to the person carrying out the work, the tools and equipment being used and any ladder, are not less than 0.5m on roads with speed limits up to and including 40mph and 1.2m minimum where the speed exceeds 40mph.	

Figure 2: Horizontal Clearance Distance on a 40mph All Purpose Single Carriageway

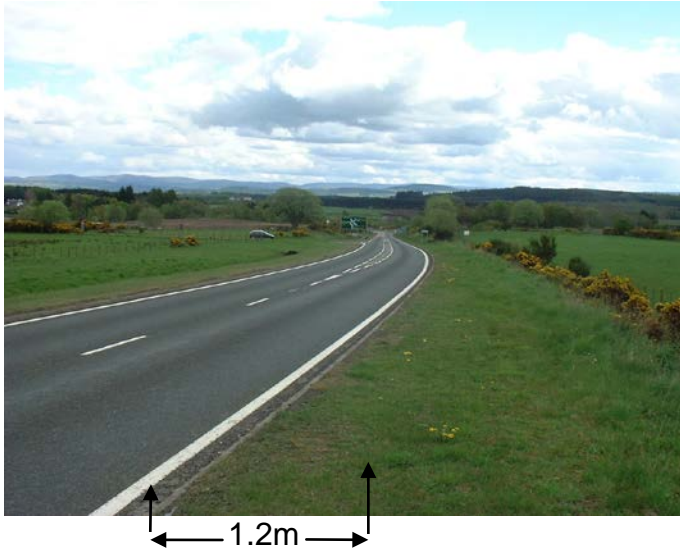


40mph or less

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Figure 3: Horizontal Clearance Distance on 50mph or over All Purpose Single Carriageway



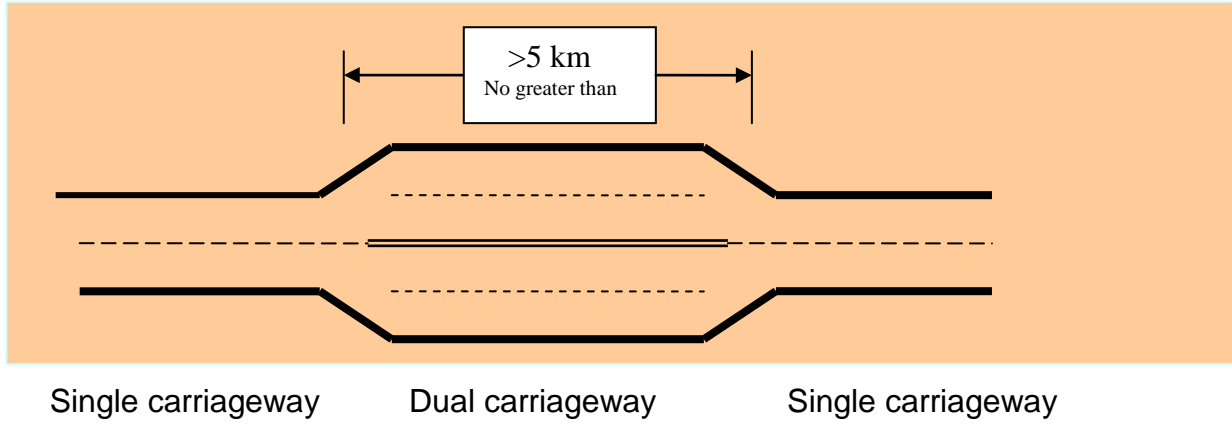
Over 40mph

Dual Carriageway	Signing and Guarding not required provided (Note: This does not exclude Lateral Safety Zones)
Works Carried out in daylight	
Vehicles and personnel are fully off the carriageway	
When the speed limit is 40mph or less	
When the national speed limit applies provided the dual section of carriageway is less than 5km in length and lies between successive lengths of single carriageway (See Fig 4).	
Horizontal clearance from the edge of the carriageway of 0.5m can be met on roads of 40mph or less (see Fig 2).	
Horizontal clearance from the edge of the carriageway of 1.2m can be met on roads exceeding 40mph (see Fig 3).	
When work comprises of inspections, minor repairs, lamp changing or the cleaning of signal heads, and can be done within the limits of existing refuges.	
When working on a fixed apparatus which is closer to the edge of the carriageway to the person carrying out the work, the tools and equipment being used and any ladder are not closer to the edge of the carriageway than the apparatus being worked upon.	
In any other situation, provided the horizontal clearance distances from the edge of the carriageway to the person carrying out the work, the tools and equipment being used and any ladder, are not less than 0.5m on roads with speed limits up to and including 40mph and 1.2m minimum where the speed exceeds 40mph.	

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Figure 4



Appendix 1

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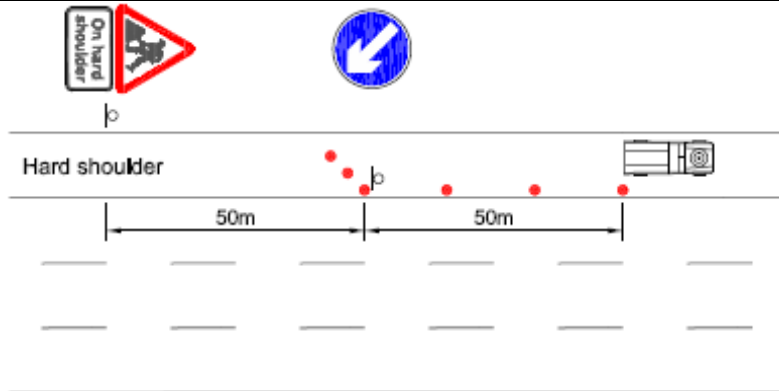


Figure 1
Medium duration stops on motorways and high speed roads with hard shoulders

NOTES
Sign and cone size as recommended in Chapter 8.
Longitudinal cone spacing 18m.

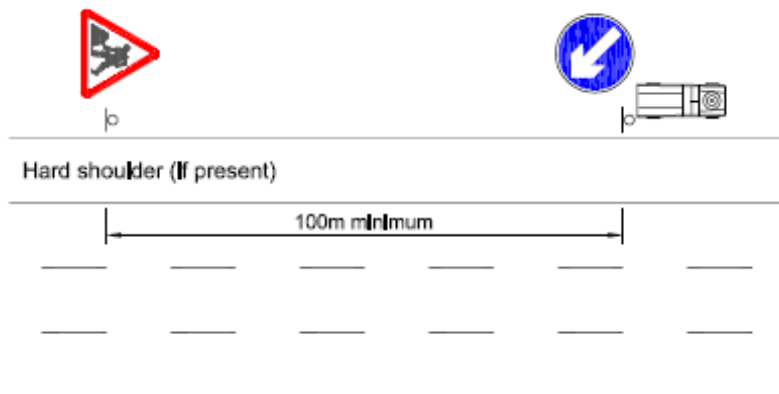


Figure 2
Verge working on motorways and high speed roads with or without hard shoulders