

Document Title:	Drainage Maintenance
Officer:	
Review Date:	

Method Statement	
Title	Drainage Maintenance
Resources for Activity	Personal Protective Equipment (PPE), suitable hand tools

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 web site at <http://info.westberks.gov.uk/index.aspx?articleid=31032> and should be sent to the Street Works Team at [streetworks@westberks.gov.uk](mailto: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.

Recommended Work Sequence	
1.	All operatives must wear suitable PPE including high visibility clothing.
2.	Traffic management to be installed in accordance with the <a href="#">Safety at Street Works and Road Works Code of Practice</a> .
3.	Using hand tools only, remove any debris from gully gratings and/or drainage channels leading to roadside ditches, and spread on verge.
4.	Use hand tools to reform channel if necessary to facilitate flow of surface water.
5.	Remove traffic management.
<b>Additional notes:</b>	
•	Do not attempt to lift any ironwork.
•	Do not attempt to use any mechanical equipment on this drainage maintenance activity. Mechanised gully emptying will be undertaken by West Berkshire Council at the prescribed frequency.