

APPLICATION FOR SCAFFOLDING ON THE PUBLIC HIGHWAY

Standard Licence Terms and Conditions

The request to place scaffolding on the highway has been approved (and this licence is issued to the licence holder) by the Highway Authority under its powers as defined by the 'Highways (Jersey) Law 1956 - Article 4', subject to the following conditions:

General Licence Requirements

- a. Permission will cease on the licence's 'expiry date' and any scaffolding must be removed by that date, unless otherwise approved in advance by the Highway Authority. Any application for an extension of time must be made at least one working day before the licence's expiry date and will be subject to review and may not be granted.
- b. If for any reason the scaffold is cancelled (and the licence no longer needed) or the work finishes early the licence holder must notify the Highway Authority quickly, but in any event by no later than 5pm the next working day.
- c. Also the Highway Authority may require the scaffolding to be removed before the licence's expiry date, for example in the event of an emergency. The Highway Authority will not be responsible for any financial cost arising from this action.

Pedestrian Requirements

- d. The unobstructed width of the footway must not be less than 1 metre, unless specific permission is given by the Highway Authority. Where it is not possible to retain a suitable width of existing footway, there should be provided a temporary footway (at least 1m wide and increased wherever possible to 1.5m) outside the structure, marked out by signs, cones and barriers in accordance with the 'Red Book' ('Safety at Street Works & Road Works – A Code of Practice - ISBN 0115519580). There must also be sufficient access for people using wheelchairs and those with prams or pushchairs (e.g. is there a need to provide a continuous platform or kerb ramps?).
- e. Scaffolding standards and any projections (e.g. nuts, bolts and cuplocks) must be encased in protective sheathing (to prevent injury to persons from impact) to a height of 2 metres (6ft 6in) and must be faced in high visibility material.
- f. Except where a temporary footway is in place to divert pedestrians around the scaffold, footways must always be kept clear of obstructions. Therefore, standards must be placed tightly against the building and towards the kerb. Building material cannot be left or stored on the footway.

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Traffic Requirements

- g. The scaffolding must not obstruct road user visibility of traffic signs, traffic signals, street lighting or pedestrian crossing facilities. If the scaffolding is likely to cause an obstruction in visibility then the licence holder must consult with the Highway Authority.
- h. Scaffolding standards must be kept a minimum of 225mm back from the kerb edge to allow for vehicle overhang (although 450mm is better), up to a height of 5.5 metres (18 ft), measured from the kerb channel level. Where this is not possible, or the proposed site of the scaffolding is considered to be particularly liable to impact, the licence holder must consult with the Highway Authority. Generally the Highway Authority will require one of the following mitigation measures:-
 - i. Where the scaffolding standards sit in the kerb channel (i.e. just into the carriageway) then white painted timber baulks (230mm x 230mm), or a proprietary heavy duty red and white road barrier system such as Melba Logs may be acceptable. If used, timber baulks must be secured together and have reflective traffic cones fixed to their top surface at 2 metre centres.
 - ii. Where the scaffold standards (or a temporary footway) projects into the carriageway beyond the kerb channel, then safety signing, lighting and guarding must be installed in accordance with the 'Red Book' (i.e. 'Safety at Street Works & Road Works – A Code of Practice - ISBN 0115519580).
 - iii. Where the width of carriageway is reduced to less than 5.5m (on a two way road) a full lane closure will be required with some form of traffic control put in place (e.g. portable traffic signals).
 - iv. Also the licence holder must comply with any other direction given by the Highway Authority as set out in the licence or otherwise instructed with respect the use of temporary traffic signs and other highway safety equipment, also pedestrian management provisions. Should it be necessary for the Highway Authority to take remedial measures to provide the necessary signage, or highways safety equipment, or to put in place the necessary pedestrian management, the full cost of these measures will be charged to the licence holder.
- i. Warning lamps must be placed to clearly demark the extent of the scaffolding (and any temporary footway) to road users, at intervals of not less than 4m. Warning lamps must be lit from half an hour before sunset until half an hour after sunrise, using battery power, not mains electricity.
- j. Traffic management and other highway safety equipment must be checked on a daily basis ensuring that signs, cones, barriers and ramps etc. remain in their correct positions and that temporary traffic signals and hazard lamps etc. are working correctly.

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Scaffolding Requirements

- k. The scaffold company will be responsible for ensuring:-
- That the design, construction and maintenance of the scaffolding is in compliance with 'National Access and Scaffolding Confederation' (NASC) guidance TG20:08.
 - That it is erected, altered, inspected and dismantled by suitably qualified and competent personnel in accordance with the 'Construction (Safety Provisions) (Jersey) Regulations 1970' or specific Highway Authority directions.

Prevention of Nuisance and Security

- l. Unless otherwise agreed with the Highway Authority, all working levels of all elevations of each completed scaffold (unless the scaffold is for access / inspection only) must have kick boards and be enclosed with either debris netting or plastic type sheeting to prevent debris, material or objects falling down the outside of the scaffolding onto the highway. Depending on the proposed use of the scaffold, consideration should be given to the type of the enclosure material. The choice made should be appropriate for the safe encapsulation of any possible debris that may be produced by the intended works to be undertaken from the scaffolding. In addition all scaffolding should have the first lift fully boarded (with no gaps between the inner standard and exterior building wall).
- m. Where there is a particular risk of materials (tools or equipment) being dropped onto vehicle or pedestrian traffic below the scaffolding structure, a protective fan or pedestrian gantry scaffold should be provided. This must be installed as soon as is practicable and remain in situ during the erection and dismantling of the scaffolding structure. Fans projecting beyond the kerb line must have at least 5.5 metres (18 feet) clearance above the surface of the carriageway, measured from the kerb channel level.
- n. Precautions must be taken to prevent nuisance to road users. Dust must be controlled and use of equipment like disc cutters restricted to a minimum.
- o. All lower ladders must be removed when scaffolding is not in use to prevent unauthorised access.

Prevention of Damage to the Highway

- p. The scaffolding company and scaffold operator must employ reasonable measures to prevent damage to the highway and its associated equipment. If damage does occur then the Highway Authority must be notified. The cost of making good the damage will be charged to the scaffolding company.

Note: The term 'damage' includes the removal of statutory road markings, permanent stains or marks, depressions or scores in the surface of the highway, also blocking of the surface drainage system with construction material.

- q. Scaffolding standards must be fitted with suitable metal base plates, with timber sole plates used where necessary.

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General Site Requirements

- r. The scaffold company must secure a company name board to the scaffold, giving a 24 hour emergency telephone number. The board must be clearly readable from ground level. If the board cantilevers over the highway it must have at least 5.5 metres (18 feet) of clearance above the surface of the carriageway.
- s. Access must be maintained to fire hydrants and utility company equipment. Construction equipment and materials may not be kept on the footway or carriageway without permission.

Insurance Requirements

- t. The licence is issued on the understanding that the licence holder has Public Liability Insurance of not less than five million pounds sterling (£5,000,000) for each and every claim and that they hold an insurance certificate which must be available on request. The Highway Authority must be indemnified against any claims arising in consequence of the erection, existence or removal of the scaffolding.
- u. However, it may be noted that the Highway Authority reserves the right to increase the amount of insurance cover required if it considers that the site location requires a higher degree of cover.

Notes

- v. In these conditions the term 'highway' includes the carriageway, footway, parking spaces and lay-bys.
- w. Breach of any of these conditions may lead to the Highway Authority's removal of consent for the scaffolding. The Highway Authority will not be responsible for any financial cost arising from the removal of the scaffolding from this action.
- x. A duplicate copy of the licence should be kept on site at all times during which the scaffolding structure is erected, and must be readily available for inspection by authorised officers upon demand.
- y. These conditions do not replace any other requirements under Jersey Law.