

**COMMUNITY SELF-HELP SCHEME**



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**HIGHWAYS RANGERS**

**Section 101 Local Government Act 1972**

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## 1. INTRODUCTION

- 1.1 This agreement enables trained individuals already employed/engaged by a council to undertake agreed works on or affecting the public highway in the capacity of a 'Highways Ranger' subject to the terms set out below.
- 1.2 Suffolk County Council, as the highway authority, has a duty to uphold and protect the rights of the public to use and enjoy all highways for which it is responsible.
- 1.3 Suffolk County Council, as the highway authority, remains bound by statute (Highways Act 1980) to maintain the highway network in a safe condition. The County Council sets out in its policies the level of service it will provide to discharge its duty.

## 2. TERMS of the AGREEMENT

- 2.1 Suffolk County Council commits to:
  - Loan properly maintained tools, equipment and signs to Highways Rangers, subject to confirmation of their competency to work within the public highway.
  - Provide public liability insurance (but no other forms of insurance) for any works done by the Highways Rangers provided that:
    - the work is done in accordance with Suffolk County Council's Highway Maintenance Operational Plan ("HMOP") and Highway Infrastructure Asset Management Plan and
    - any necessary traffic management (including signs) is deployed by a person qualified in Traffic Signs Manual Chapter 8.
- 2.2 The local council shall nominate one or more Highways Stewards as the point of contact with Suffolk County Council who shall:
  - Plan and prioritise the intended work
  - Liaise with Suffolk County Council's Network Assurance Team to avoid any clashes with work planned by Suffolk County Council, to arrange the loan of equipment (if needed) and to seek advice and assistance as appropriate
  - Produce and retain a written risk assessment for each piece of work
  - Arrange for the collection, safe storage and return of any equipment borrowed from Suffolk County Council

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- Ensure any defects meeting the intervention criteria stated in the HMOP are referred to Suffolk County Council through the online highways reporting tool (<https://highwaysreporting.suffolk.gov.uk/>) for assessment.
- Ensure that at least one of the Highways Rangers is a suitably qualified person who can place and remove any traffic management barriers and signs in accordance with Chapter 8 of the Traffic Signs Manual.

### 3. Scope of Works

Under the terms of this agreement the following range of work may be undertaken:

- 3.1 Weed clearance – removal of excess weed growth from footpaths and footways.
- 3.2 Sign cleaning – cleaning of highway signs
- 3.3 Painting street furniture – appropriate for previously painted street furniture such as heritage lighting columns, guard posts, pedestrian guardrails and bridge parapets
- 3.4 Siding out – removal of grass, soil and weeds encroaching upon footpaths and footways
- 3.5 Cleaning around gullies – removal of soil and debris from around gully frames and gratings.
- 3.6 Small drainage works – the removal of vegetation and debris from water channels (excluding ditches) and grips.
- 3.7 Grass cutting – cutting of grass verges and banks.
- 3.8 Finger post repairs – maintenance, replacement and repair of finger posts.
- 3.9 Hedge/tree cutting – cutting back of hedges on roadside banks and verges and small branches and offshoots of trees that obstruct the highway or obscure road signs.
- 3.10 Wildlife verge management – active management of verges to support native wildlife
- 3.11 Collect highway information – record the location of drainage features or other highway features.
- 3.12 Other works – as agreed through Suffolk Highways' Engagement Officer or other nominated authorised Suffolk Highways representative

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The Highways Rangers may also:

- help people access information published by Suffolk County Council,
- help people use online reporting tools developed by Suffolk County Council,
- liaise on behalf of their community with neighbours to request them to discharge their responsibilities, for example for trimming back vegetation.

### 4. Conditions

The following conditions apply:

- 4.1 No works will be undertaken to the road surface level.
- 4.2 No works shall be undertaken by standing on the road surface unless the road is closed to all traffic or traffic management is in place in accordance with Chapter 8 of the Traffic Signs Manual
- 4.3 The traffic management is expected to be provided by the Highways Rangers but, if the Highways Rangers are unable to do so, it can alternatively be provided by Suffolk Highways or by a suitably qualified traffic management organisation, whose details are submitted to the County Council in advance of any works.
- 4.4 Annex A sets out the work that the local council wishes to undertake and who will provide the traffic management.
- 4.5 Annex A can be jointly amended by the local council and Suffolk County Council to reflect the scope of works that the local council may wish to undertake
- 4.6 No machinery or equipment, such as brush cutters, strimmers, chain saws sprayers etc., shall be used on the public highway without proof of competency of the Highways Ranger along with current certification
- 4.7 All machinery and tools used by the Highways Ranger in carrying out the works must be regularly and properly maintained, inspected and serviced to a safe standard of operation.
- 4.8 All works carried out in the highway must be carried out using suitable personal protective equipment (“PPE”) for the level of risk identified in the risk assessment.

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- 4.9 The local council must maintain a full record of Highways Rangers carrying out works and activities undertaken including risk assessments and provide any such records if requested by Suffolk County Council.
- 4.10 The local council will provide Suffolk County Council with an annual summary of all work it has undertaken under the terms of this agreement to provide an annual record of achievements and help promote the Community Self Help scheme.
- 4.11 The local council must ensure it complies with the General Data Protection Regulation 2018 and all other applicable data protection legislation. The Highways Rangers must consent to their personal data being retained for the purposes of this agreement by Suffolk County Council before undertaking any work.
- 4.12 Any accident, incident, dispute or claim of which the local council becomes aware must be reported immediately to the Suffolk County Council Community Warden.

### 5. Insurance

- 5.1 Provided the local council carries out works in accordance with this agreement then any accidental damage to **third party property** or **injury to a third party** will be covered by Suffolk County Council's public liability insurance.
- 5.2 In the event that the local council carries out works that are outside this agreement then the local council will be liable for any third-party injury or damage to property. In such circumstances, the local council will indemnify Suffolk County Council against any claims made against it, or any payments made by Suffolk County Council in consequence.
- 5.3 Suffolk County Council will **not** be liable for any damage to property belonging to or injury to any Highways Ranger working on behalf of the local council, whether in a volunteering capacity or otherwise in carrying out works within the scope of this agreement.
- 5.4 The local council agrees to take out and maintain suitable public liability insurance cover to a minimum value of £5 million with an insurer reasonably acceptable to Suffolk County Council on terms that are sufficient to indemnify Suffolk County Council in accordance with paragraph 5.2 above and will allow Suffolk County Council to inspect the insurance certificate.

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**6 Signatures**

This Agreement between Suffolk County Council and .....Council only relates to activities undertaken in accordance with the Community Self-Help Scheme.

6.1 Signed and dated on behalf of Suffolk County Council by:

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Position/Role \_\_\_\_\_

Date \_\_\_\_\_

6.2 Signed and dated on behalf of ..... Council by:

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Position/Role \_\_\_\_\_

Date \_\_\_\_\_

## COMMUNITY SELF-HELP SCHEME

### ANNEX A

Summary of works to be undertaken by the local council on roads where the designated speed limit is **30mph or less** (please tick where appropriate):

TYPE OF WORKS	WORK TO BE DONE	TRAFFIC MANAGEMENT PROVIDER		
		HIGHWAYS RANGERS	SUFFOLK HIGHWAYS	OTHER ORGANISATION
Weed clearance				
Sign cleaning				
Painting street furniture				
Cleaning round gullies				
Siding out				
Small drainage works				
Grass cutting				
Fingerpost repairs				
Hedge cutting				
Tree pruning/branch removal				
Wildlife verge management				
Specific other forms of work (please detail):				

Summary of works to be undertaken by the local council on roads where the designated speed limit is **40mph or more** (please tick where appropriate):

TYPE OF WORKS	WORK TO BE DONE	TRAFFIC MANAGEMENT PROVIDER		
		HIGHWAYS RANGERS	SUFFOLK HIGHWAYS	OTHER ORGANISATION
Weed clearance				
Sign cleaning				
Painting street furniture				
Cleaning round gullies				
Siding out				
Small drainage works				
Grass cutting				
Fingerpost repairs				
Hedge cutting				
Tree pruning/branch removal				
Wildlife verge management				
Specific other forms of work (please detail):				