

		GROUP	
PROCEDURE NAME	SKIP MANAGEMENT	PROCEDURE REF & REVISION NO	QE-01
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DATE	12/04/2021	DATE:	12/04/2021

1. **PURPOSE**

To define the procedures and safe working practices for the siting, use, removal and transport of skips.

2. **RELATED DOCUMENTS**

- 2.1 Countryside Properties PLC Environmental Policy
- 2.2 Environmental Legislation Register.
- 2.3 The Waste (England and Wales) Regulations 2010 (as amended)

3. **RESPONSIBILITY AND APPLICABILITY**

- 3.1 The Construction Director is responsible for ensuring that appropriate control measures are put in place for the storage, use and safe removal of skips on CPPLC sites,
- 3.2 The Site Manager is responsible for communicating this procedure to staff on site and ensuring it is carried out.

This procedure applies to all construction and welfare activities undertaken on site.

4. **PROCEDURE**

4.1 **Permissions**

If there is a requirement to place a skip on the public highway then the following actions must be taken.

Under the Highways Act 1980, it is necessary to obtain written permission from the appropriate Highway Authority before siting a skip on any public highway. This may entail conditions being imposed as to the siting, dimensions, colour/markings, disposal of contents, lighting/guarding and removal.

Following permission being granted and a skip being placed on the highway, then the skip owner must ensure:-

It is adequately and correctly lit after dark.

It is clearly marked with the owner's name and telephone number (or address).

It is removed as soon as practicable following filling.

Conditions imposed by the granted permission have been complied with.

4.2 **Location**

Skips should be placed on level ground with adequate, firm access for vehicle loading / unloading. They should not cause an unnecessary obstruction. They should be placed away from drainage points, watercourses and any ecological protection areas to reduce the risk of contamination or injury to wildlife.

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4.3 Dimensions

Skips should generally be no larger than 5m long by 2m wide.

4.4 Colour/Markings

Colour may be specified but Builders' Skips (Markings) Regulations 1984 specify that a plate marked with red and yellow fluorescent reflex diagonal stripes (comply with BS AU/52 Rear marking plates for vehicles), should be fitted to the outer edge of each end of a skip parked on the highway. These plates must be kept clean and should be unobstructed so they can be seen at a reasonable distance by any users of the highway.

4.5 Loading

Front opening skips are preferable when using wheelbarrows but if not available, properly constructed ramps of adequate strength should be used.

Skips may require a cover to prevent debris flying out, especially when using chutes.

4.6 Care and Disposal of Contents

Highly flammable, explosive, noxious or other hazardous materials should not normally be allowed to be deposited in skips and this also includes material which could putrefy or cause a nuisance to other users of the highway. Hazardous Waste must be segregated and not mixed with other wastes. (See Hazardous Waste (England and Wales) Regulations 2005).

Consideration should be given to the materials to be scored and removed in the skips and any safe working loads, tipping/movement of contents when lifting or anything which may make the lifting and removal unstable.

The Waste producer (Countryside Properties plc) and the Waste Carrier removing the waste have a Duty of Care to prevent the escape of waste. Materials should not be allowed to spill from the skip, especially during transport, and the load may require to be covered. Contents may require occasional dampening to prevent a dust nuisance.

4.7 Lighting/Guarding

Generally a lamp will be required at each corner either in the ground or mounted on the skip.

A single skip on the highway should have an inclined line of cones on its approach side (on a main traffic route). At night, these cones should be alternated with road danger lamps.

Two or more skips may be guarded as one, provided they are close enough together in a row.

The cones requirements may be waived if they would interfere with an access.

4.8 Removal

This should be carried out as soon as practicable after filling. If a highway permit has been obtained, this will also stipulate the period for which the skip may be left on the highway and no skip may remain after such a permit has expired.

4.9 Lifting

Use of purpose designed vehicles should be normal for the raising and lowering of skips but lifting by crane, which may be necessary due to restricted access, may be possible provided the following is carried out:-

Consult the skip supplier.

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Inspect the skip and lifting lugs to ensure its safe lifting.

Use suitable lifting gear, marked with SWL.

Ensure weight of skip and contents do not exceed SWL of crane at relevant radius.

Ensure structure where skip is to be placed can adequately support the load.

Consider adverse effects of wind during crane operation.

Ensure adequate protection of the public and site personnel during lifting operations.

A risk assessment and method statement must be provided by the Waste Carrier detailing the methods, safe working procedures and controls used when lifting, placing or removing skips from site

4.10 Training

4.10.1 Site induction training will include waste segregation and loading and use of skips on site.

4.10.2 Skip Providers to be made aware of requirements and responsibilities during the procurement process.