

How to use volunteers to carry out environmental work on the highway

The following steps should be taken by Parish and Town Councils (PTCs) who want to use volunteers to do environmental work on the highway

Step 1: Consider the task you want to do

1. Identify the type of work you want to do, and where you want to do it.
2. Ensure that:
 - The type of work is included on the list of [specified highway activities](#)
 - The road is identified as a 'Local Access Road' on the [gazetteer](#)
 - The road has a 30mph speed limit, a footway and standard (<250 pedestrians per day) numbers of pedestrians.

Category	Name	Bandings of Pedestrian Footfall (pedestrian numbers per typical day)
1	Primary	Greater than 5,000 ppd
2	Main	Between 1,000 and 5,000 ppd
3	Moderate	Between 250 and 1,000 ppd and/or Residential Care Homes and Nursing Homes for the elderly and multiple-unit supported living settings.
4	Standard	Less than 250 ppd
5	Rural	Rural location- less than 100 ppd

- It is a highway asset and / or highway land, you can check by sending email message with plans showing areas of interest to: highwayboundaries@hertfordshire.gov.uk

Step 2: Reference the letter of enablement

3. Confirm that you are able to meet the following conditions of the [letter of enablement](#) when undertaking the maintenance tasks, such as;
 - Attendance at a Highways Together Risk Assessment briefing.
 - Carry out and record site-specific [Risk Assessments \(appendix D\)](#)
 - Have Public Liability Insurance to the value of £10m.
 - Carry out the work in accordance with [HCC specifications \(appendix C\)](#)
 - Notify Ringway District Service Agent of work at least five days in advance

4. Register your intentions with HCC:
HighwaysBST@hertfordshire@Hertfordshire.gov.uk with a copy of your £10m public liability insurance and a copy of your Risk Assessment Briefing declaration/certificate.

Step 3: What if the environmental work does not meet the requirements in Step 1

5. Contact your [Ringway District Service Agent](#) for advice.
 - It may be possible to carry out [specified highway activities](#), even though it is not a Local Access Road, if the Ringway DSA has advised that no traffic management is required.
 - Inform us of the task you want to do. It is possible it will be included when the list is next reviewed
6. If you want to carry out work which does not match the requirements you will need to have a [Highways Together Licence](#)
 - Use HCC [approved contractor](#)
 - Contractor's operatives and supervisor are on the Street Works Qualifications Register