





## Setting Out No Parking Cones

### RAMS034-CEN

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1	12/12/2025	Phil Thompson	New draft

**Note** Under no circumstances is this document to be modified in any way without the QHSE Managers consent. Uncontrolled when Printed or Downloaded

## 1 Document Summary

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- 1.1 This generic RAMS document covers the installation, operation, and collection of temporary No Parking Cones
- 1.2 This document has been put together using guidelines set out in the following documents.
  - Safety at Street Works and Road Works
  - Traffic Signs Manual Chapter 8 Part 1 2009
  - National Highways Sector Schemes 12D
- 1.3 It applies to all highways and roads, except motorways and any dual carriageways, with a speed limit of 50 mph or more.
- 1.4 This Code applies to works carried out by or on behalf of both highway authorities and statutory undertakers.
- 1.5 Local highway authorities have a statutory duty to co-ordinate all works in the streets for which they are responsible. Similarly, Undertakers have a statutory duty to co-operate with the highway authority and with other undertakers.
- 1.6 Liaison with the highway authority and other authorities or statutory bodies may be required in planning the works to obtain any necessary licences, approvals and temporary traffic regulation orders/notices in advance of the works commencing. No works are to be installed without the relevant licences and approvals in place.
- 1.7 No works are to be installed without the relevant licences and approvals in place.
- 1.8 A Task Briefing will be given for all works, detailing any site-specific information relevant to the specific works being undertaken.
- 1.9 If any risks, operational or environmental, are identified when carrying out the on site-specific risk assessment that compromises safety you **MUST** inform the Contract Manager immediately and prior to the deployment of any traffic management equipment.
- 1.10 If at any point throughout your work, you encounter an unsafe situation you **MUST** stop work and contact your manager or supervisor immediately for guidance.
- 1.11 All Incidents, Collisions, Near Misses and Accidents are to be reported through the Notify IM app immediately.
- 1.12 All Incidents, Collisions, Near Misses and Accidents are to be reported directly to the client.
- 1.13 This method statement is to be read in conjunction with RAMS Appendix A (Standard Clauses)
- 1.14 RAMS Appendix A (Standard Clauses) is to be attached / sent along with this method statement.

**Note** Any deviation from these RAMS or any linked documents mentioned below, must be agreed with the QHSE Manager.

## 2 Training

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- 2.1 TM Operatives working under this method statement must have undergone suitable training and competency assessments to satisfy the requirements of the nationally recognised standard.

## 3 Vehicle

- 3.1 At a minimum, a traffic management maintenance/inspection or installation vehicle will be used in accordance with Chapter 8 Traffic Signs Manual.
- Conspicuous colour
  - Reflective Markings (Chevrons on the rear of the vehicle)
  - Roof mounted 360 beacon + rear strobe LED's
  - "HIGHWAY MAINTENANCE" SIGN
  - High visibility fluorescent yellow retroreflective strip alongside of the vehicle
  - Company Livery
  - Work lights
  - Reverse Bleeper
- 3.2 A full digital check shall be carried out and recorded prior to leaving the yard, depot or at the shift changeover point. Any defects are to be reported accordingly.
- 3.3 The vehicles shall be loaded to ensure the equipment is secure and in such a manner so as to enable safe unloading in the correct order on site.
- 3.4 All drivers are to have driving licences checked on a regular basis (usually, every 6 months) prior to commencing any work, with a record being kept with the employee's HR Department and made available at request by main client.
- 3.5 All vehicles should carry a fire extinguisher for minor incidents. Major incidents would require the assistance of the fire service (contactable on 999 or 112 emergency calls only) other means of communication on site will be via a mobile phone, but, not during the installation of any TM equipment.

## 4 Personal Protective Equipment (PPE)

4.1 Minimum requirements on site for these RAMS for all personnel are:

Hard Hat	Eye Protection	Hi-Vis Clothing	Safety Gloves	Safety Boots
				
Colour dependent on role, with 4-point chin strap that meet EN397 & EN12 492 standards. Head torch to be worn for night working and poor visibility	Safety glasses or goggles  To be worn for task specific work or when required by client / site	Long sleeve Hi-Vis Jacket EN 20 471 class 3  Hi-Vi's trousers EN ISO 20 471 class 1	Minimum of cut level F	(laced only) metatarsal if required by client / contractor  S3 steel toe cap with ankle support
<b>Black</b>		<b>White</b>		<b>Blue</b>

		
<p>SMSTS Managers and SSSTS Supervisors</p>	<p>General use, Managers, Clients and Competent Operatives</p>	<p>Trainee workers and Site visitors</p>

**Note** The above PPE requirements apply to either Yellow or Orange (this could depend on Client’s requirements). PPE is to be clean, fit for purpose and identifiable with the company logo. If you are not entering a site then High visibility jacket/long sleeve vest and Safety Boots/shoes will suffice, as long as you keep to footways/foot paths.

## 5 PRE Works

5.1 Prior to leaving the depot the TM Operative(s) **MUST** ensure the following:

- They have the correct PPE to undertake the works in accordance with the Task Briefing and any client specific requirements.
- They have in their possession their relevant Lantra training record card.
- All the required documentation is available on the Field Service System for the works they are to undertake.
- They understand what is required of them through the Task Briefing, if in doubt they are to speak to their Supervisor/Manager.

**Note** Depending on the client’s requirements the TMO’s working on these works maybe required to attend a daily briefing.

- They understand RAMS and other associated documentation for the works.
- Completed, Vehicle Daily Walk around check, including trailer if required.
- Kit is suitable for the works to be undertaken; defected kit is not to be used.

**Note** The TM Operative is to ensure that the local depot telephone number is clearly visible on the rear of the site signs. This is to ensure there is a form of contact in the event of traffic light failure. A full sequence of lights **MUST** be carried out to ensure that all signal heads are working.

- Kit that is required for the works is as per the traffic management plan and spares.
- Kit is securely loaded on to the vehicle; vehicle must not be overloaded.
- All traffic light batteries are fully charged.

## 6 Arriving On Site

6.1 On arriving on site, the TM Operative **MUST**

- Park your vehicle in a safe area.

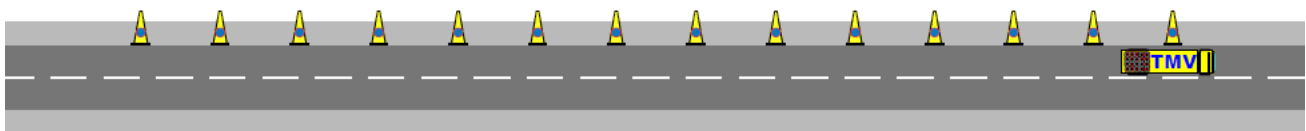
- Carry out the On-Site Risk Assessment using the Field Service System.
- Carry out a traffic count (if required).
- Pre installation Photos to be taken from a safe location.

## 7 Install

- 7.1 Upon reaching the site switch on amber beacons, Indicate and pull over to left hand verge, and stop at position of the first No Parking Cone installation location.
- 7.2 Exit the vehicle from the near side and begin to install the first no parking cone.



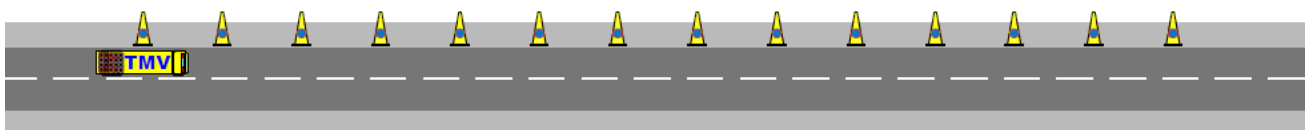
- 7.3 Continue along the site where the 'No Parking Cones' are to be installed and follow the same method as above until all no parking cones are in place.



- 7.4 Photographs of the installed No Parking Cones MUST be taken from a safe location before leaving the site.

## 8 Removal

- 8.1 Upon reaching the site switch on amber beacons, Indicate and pull over to left hand verge, and stop at position of the first No Parking Cone location.
- 8.2 Exit the vehicle from the near side and begin to remove the first No Parking Cone.



- 8.3 Continue along the site where the 'No Parking Cones' are to be removed and follow the same method as above until all no parking cones are in removed.



- 8.4 All No Parking Cones are to be secured on the back of the TMIV before leaving the site.
- 8.5 Photographs MUST be taken of the cleared site; these must be taken from a safe location.

## 9 Linked Documents

Document Name
ARTSM Guidance on the Use of Portable Traffic Signals
Safety at Streetworks and Road Works Code of Practice (Red Book)
Guidance Note GS6 (Fourth edition) Avoiding danger from overhead power lines.
PY002-CEN Vehicle Policy
PY003-CEN Incident Reporting Policy
PR006-CEN Spillage Procedure
PY007-CEN Lone Working Policy
PY036-CEN Health & Well Being Policy
PY051-CEN Working at Height Policy
PY053-CEN Personal Protection Policy (PPE)
RA015-CEN Working Near Water
RAMS025- Works at or near a level crossing in place.
Traffic Signs Manual Chapter 8 Part 1 & Part 2 2009.
Traffic Signs Manual Chapter 8 Part 3 2016

**Note** All the above documents can be found on the field service tablets or on SharePoint

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## 10 Risk Assessments

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10.1 The following risk assessments are based on TM 12D Works and. The following operational hazards and risks provide a general indication of what may be encountered during normal TM 12D works and applies to all highways and roads, except motorways and any dual carriageways with a speed limit of 50 mph or more:

- Collision of plant or personnel with moving vehicles, highway traffic or work vehicles
- Working at night
- Manual handling
- Lone working
- Driving
- Noise
- Uneven ground (slips / trips / falls)
- Violence / abuse from members of the public
- Weather conditions & visibility
- Road layout
- Fatigue

10.2 The list is not exhaustive and operational personnel **MUST** carry out an on-site dynamic risk assessment. Risk assessment to be completed on the Field Service tablet before any sector scheme 12D work is undertaken.

10.3 If any risks, operational or environmental are identified when carrying out the on-site dynamic risk assessment, you **MUST** inform your supervisor immediately and prior to the deployment of traffic management equipment.

**Note** You **MUST** ensure that any risk(s) that have been identified throughout these works are controlled, and if in any doubt **“STOP”** works and contact your supervisor.

10.4 If at any point throughout your work, you encounter an unsafe situation you **MUST** stop work and contact your supervisor immediately for guidance.

10.5 The risk assessments **MUST** be communicated to all personnel undertaking any traffic management 12D works.

- If ANY risk is **HIGH**, do not proceed with the operation, abandon the job, or look at alternative delivery methods.
- If ANY risk is **MEDIUM**, proceed only with caution, introduce additional control measures where possible.
- If All risk is **LOW**, proceed with work.

## 10.6 Risk Scoring Methodology & Risk Assessments

Likelihood Categories		Severity Score				
Category	Description	1	2	3	4	5
1	Extremely Unlikely	1	2	3	4	5
2	Unlikely	2	4	6	8	10
3	Occasional	3	6	9	12	15
4	Likely	4	8	12	16	20
5	Expected	5	10	15	20	25
Severity Score Description						
1	Minor Injuries/inconveniences. Employee can continue to work - short term local damage					
2	Minor Injuries. Operative requires first aid treatment. Stops work - medium term local/short term regional damage.					
3	Reportable/LTI or illness - long term local/regional damage					
4	Major injury or illness with long term effects - long term widespread damage					
5	Fatalities - Widespread permanent damage					
Risk	Action Required					
Low	Check that no other risks can be eliminated by modifications of design then proceed with design. Record residual risks					
Medium	Reduce risks as far as reasonably practical. Consider alternative design or construction method. If alternatives are not available, specify precautions to be adopted. Record residual risks.					
High	Seek alternative solutions. If alternatives are not available, specify precautions to be adopted & advise Senior Management & Supervisor (if appropriate). Record residual risks					
Examples of Persons at Risk	Inexperienced					
	Vulnerable Road Users (VRU's) including Public, Cyclists, Horse riders.					
	Lone workers (LW)					
	Operative (OP) (TMO or/and Ganger)					
	Site Personnel (SP)					
All						

## 10.7 Risk Scoring Methodology & Risk Assessment Works Environmental

Category	Control	Severity Score				
Likelihood	Description	1	2	3	4	5
1	High degree of control	1	2	3	4	5
2	Medium degree of control	2	4	6	8	10
3	Moderate degree of control	3	6	9	12	15
4	Slight degree of control	4	8	12	16	20
5	Negligible degree of control	5	10	15	20	25
Severity Score Description						
1	All aspects fully controlled or have negative effect upon the environment					
2	Aspects exist at recognisable levels, which may impact on the environment; but any change is easily recoverable with no lasting effect					
3	Will have an effect on the environment - Damage is short term and is always recoverable					
4	Major Impact - Damage is not permanent, but may take some time to remedy					
5	High Impact - Risk of severe environmental damage					
Risk	Action Required					
Low	Low impact identified - Control measure to be adopted and monitored					
Medium	Medium impact identified - Ensure that the aspect & impact assessment is reviewed, further controls may be necessary					
High	High impact identified - Re-evaluate the aspect & impact assessment and develop / determine greater controls					
Examples of Receptor	Air (A)					
	Land (L)					
	Water (W)					
	Natural Resources (NR)					
	Community/Residence/Pedestrians (CRP)					
	Operative (O)					
	Ecology /Habitat (EH)					
	Carbon Footprint (CF)					
Key Environmental Issues						
Local effects of Pollution (air quality, noise, waste, lighting, odour)			Carbon emissions and greenhouse effect global warming			
Water source and ocean Pollution			Deforestation, soil erosion and land quality			
Material resources & Land despoliation, supply chain issues & inequal disruption to impacts			Energy Supplies, innovations in food and fuel			
			Agricultural issues arising from global trade			

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Hazard(s)	At Risk	Risks	PRE-RCM Risk score (L x S)				Risk Control Measures	POST-RCM Risk score (L x S)			
			Likelihood	Severity	Risk Score	Risk Level		Likelihood	Severity	Risk Score	Risk Level
Inexperienced TM operatives implementing TTM	TMO/P/SP	Major Injury or long term health effect	5	4	20	H	<ul style="list-style-type: none"> <li>a. Structured Induction and Site-Specific Training before being allowed to work</li> <li>b. Buddying system with experienced TMOs or Supervisors</li> <li>c. Daily briefings and toolbox talks with clear role allocation and expectations</li> <li>d. Active supervision and mentoring until competence is demonstrated</li> <li>e. Regular competency checks and feedback loops</li> <li>f. Clear stop work authority, ensuring they know they can speak up if unsure</li> </ul>	2	4	8	M
TM vehicles operating on public roads and sites	All	Not distinguishable to other motorists, risk of collision and fatal/serious injury	2	5	10	M	<ul style="list-style-type: none"> <li>a. All TMIV's are marked and equipped as a minimum to the requirements of Traffic Signs Manual – Chapter 8: Part 2 Operations (2009)</li> <li>b. All TMIV's and TM vehicles are checked prior to their use daily to ensure that everything is in working order.</li> </ul>	1	5	5	L
TM vehicles operating on public roads and sites	All	TM vehicle pulling off carriageway or into works area and colliding with other vehicles	2	5	10	M	<ul style="list-style-type: none"> <li>a. TMIV to use beacons, indicators and use relevant access/exit points. High visibility markings remain facing the flow of traffic.</li> </ul>	1	5	5	L

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TM Vehicles	All	TM vehicle reversing and picking up TM equipment. Colliding with other vehicles, running over/crushing Operatives	5	4	20	H	<ul style="list-style-type: none"> <li>a. TMO to check site is clear of other vehicles and any other site personnel/members of the public before commencing any reversing operations.</li> <li>b. Always use a banksman when on clients sites to reverse.</li> <li>c. Where available use reversing aids such as reversing cameras.</li> </ul>	2	4	8	M
TM Installation and Removal	TMO/SP	Signs falling on TMO(s)/public/SP	4	4	16	H	<ul style="list-style-type: none"> <li>a. Set up as per method.</li> <li>b. Only TMO's with 12D sector scheme training to be used.</li> <li>c. PPE to be worn, clean and serviceable. as per PPE section</li> <li>d. Carry out TM works at times of reduced traffic flow.</li> <li>e. Use appropriate manual handling.</li> <li>f. Always work from the safe side and be vigilant of any road user.</li> </ul>	1	4	4	L
Trips/slips and falls	TMO/SP	Sprains, bruising, head knocks	3	3	9	M	<ul style="list-style-type: none"> <li>a. Keep area tidy at all times</li> <li>b. Store any unused TTM equipment on vehicle</li> <li>c. Avoid trailing equipment around access point(s)</li> <li>d. Use cones to mark hazards around near access points.</li> <li>e. PPE to be worn, clean and serviceable. as per PPE section</li> <li>f. Head torch is to be fitted to Hard hat and switched on at night or in inclement weather.</li> <li>g. Mobile lighting to be used when required</li> <li>h. Vehicle work lamps to be used when loading/unloading at night or in inclement weather.</li> </ul>	1	3	3	L
Lifting cones by hand	TMO	Manual handling injuries (strain, sprain, back injury)	4	4	16	H	<ul style="list-style-type: none"> <li>a. TMO carries out a full site risk assessment</li> <li>b. TMO not to proceed with work if site unsafe and report to supervisor.</li> <li>c. Manual handling training</li> <li>d. Team lifting for heavy/bulky items</li> <li>e. Use of mechanical aids (e.g., Tail lift, sack truck or trolley)</li> <li>f. Plan load layout in advance to minimise handling</li> </ul>	1	4	4	L

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Loading on uneven or unstable ground (site)	TMO	Slips, trips, falls	4	4	16	H	<ul style="list-style-type: none"> <li>a. Pre-check ground stability</li> <li>b. Maintain clear access and egress</li> <li>c. Use suitable footwear with good grip as per PPE</li> <li>d. Requirements S3 Standard with laces fastened up fully.</li> </ul>	1	4	4	L
Lifting above shoulder height onto flatbed	TMO	Musculoskeletal injuries, falling items	4	4	16	H	<ul style="list-style-type: none"> <li>a. Hard Hat to be worn and fastened up.</li> <li>b. Use drop-down tailgates or steps</li> <li>c. Use two-person lift or mechanical hoist if available</li> <li>d. Store heavier items lower on vehicle</li> </ul>	1	4	4	L
Poor visibility during loading (early morning/night)	TMO	Trips, vehicle collisions	4	4	16	H	<ul style="list-style-type: none"> <li>a. Adequate task lighting, vehicle lights, work lights on rear of vehicle.</li> <li>b. Wear Hi-Vis PPE</li> <li>c. Site lighting in depot</li> <li>d. Position vehicle in well-lit area</li> </ul>	1	4	4	L
Traffic movement during site loading	TMO	Hit by vehicle	4	4	16	H	<ul style="list-style-type: none"> <li>a. Temporary Traffic Management in place</li> <li>b. Use of Lookout/Signaller/2ndTMO</li> <li>c. Exclusion zones around loading areas to be used where required</li> <li>d. Vehicle beacons and hazard lights to be switched on when outside the works area</li> </ul>	1	4	4	L
Unsecured items during transit	TMO P	Falling load during transit	3	1	3	L	<ul style="list-style-type: none"> <li>a. Use of vehicle-specific securing systems (straps, ratchets)</li> <li>b. Regular checks during journey, retighten straps when required</li> <li>c. Use a Load configuration plan</li> </ul>	1	1	1	L
Poor visibility/night work	TMO/SP	Reduced safety, increased accident risk	2	4	8	M	<ul style="list-style-type: none"> <li>a. Use of reflective clothing</li> <li>b. Illuminated signage</li> <li>c. Adequate lighting</li> </ul>	1	4	4	L

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Fatigue (long hours, low alertness)	TMO	Reduced concentration, increased error risk	2	3	6	M	<ul style="list-style-type: none"> <li>a. Adequate breaks</li> <li>b. Rotate duties</li> <li>c. Fit-for-work checks</li> <li>d. Avoid excessive overtime</li> <li>e. Reporting of fatigue to supervisor</li> </ul>	1	2	2	L
Reinstating moved traffic management equipment	TMO	Struck by vehicle, manual handling injury	4	4	16	H	<ul style="list-style-type: none"> <li>a. Conduct task during low traffic flow</li> <li>b. Use buddy system</li> <li>c. Wear full PPE</li> <li>d. Follow safe manual handling practices</li> <li>e. Use IPV</li> </ul>	1	4	4	L
Weather exposure (heat, cold, rain)	TMO	Fatigue, dehydration, illness	3	2	6	M	<ul style="list-style-type: none"> <li>a. Suitable clothing to be worn, PPE, waterproofs in wet weather.</li> <li>b. Shelter breaks</li> <li>c. Water breaks to be implemented in extreme heat.</li> <li>d. Sun cream to be applied to exposed skin in extreme heat.</li> </ul>	1	2	2	L
Public Interactions	TMO	Aggressive drivers or pedestrians	4	2	8	M	<ul style="list-style-type: none"> <li>a. Do not engage in an argument – remain calm and composed.</li> <li>b. Use a neutral tone and avoid escalating the situation.</li> <li>c. Keep body language non-threatening (e.g., open posture, no sudden movements).</li> <li>d. Maintain a safe distance from aggressive individuals.</li> <li>e. If in a vehicle, stay inside and lock doors if necessary and call the police.</li> <li>f. If threatened, withdraw to a safer area (e.g., behind a barrier, inside a site compound) and call the police.</li> <li>g. If a road user is frustrated about delays or diversions, politely explain that you cannot change the traffic setup but will pass concerns to the appropriate team.</li> <li>h. Avoid standing in front of vehicles or obstructing aggressive individuals.</li> </ul>	1	2	2	L

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Noise	Auditor	Hearing damage, difficulty in communication	3	2	6	M	<ul style="list-style-type: none"> <li>a. Auditor to remove themselves to a quieter place.</li> <li>b. Auditor to apply ear plugs or other ear noise protection PPE</li> <li>c. Auditor to postpone audit until noise risk as ceased or lowered.</li> </ul>	1	2	2	L
<b>Environmental Risk assessment</b>											
Use Of Vehicle – CO2, SOx, NOx and particulates emissions	A/CRP/O	Air Pollution – Green House gases = Global Warming and Climate Change	2	3	6	M	<ul style="list-style-type: none"> <li>a. Driver Behaviour Monitored, Speeding, Cornering, harsh braking and vehicle idling</li> <li>b. Euro VI vehicles used</li> <li>c. CO2, NOx &amp; PM monitored and reported to Senior Management</li> <li>d. Driving assessments carried out at induction.</li> <li>e. Vehicle policy in place</li> <li>f. Drivers’ handbook in place</li> <li>g. TBTs, Alerts and Memos given to Drivers</li> <li>h. Vehicle serviced and maintained regularly</li> <li>i. Vehicles renewed on a 3 yearly cycle</li> </ul>	1	3	3	L
Use Of Vehicle – Use of fossil fuels (natural resources)	NR	Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	2	3	6	M	<ul style="list-style-type: none"> <li>a. TBTs, Alerts and Memos given to Drivers.</li> <li>b. Vehicle serviced and maintained regularly.</li> <li>c. Vehicles renewed on a 3 yearly cycle.</li> <li>d. FORS Silver accreditation in place</li> <li>e. 14001 Accreditation in place.</li> <li>f. Fuel, MPG, Ltrs mileage reports reviewed by Senior Management</li> </ul>	1	3	3	L
Refuelling of Vehicle/Plant - Use of fossil fuels (natural resources)	W/L/H	Water source and ocean Pollution, Deforestation, soil erosion and land quality & Biodiversity loss	2	3	6	M	<ul style="list-style-type: none"> <li>a. Vehicles are filled up in a controlled environment.</li> <li>b. TBT given regarding Spillages/pollution</li> <li>c. Weekly walk around checks are carried out by the DM’s</li> </ul>	1	3	3	L
Vehicle Plant Maintenance - Use of fossil	L/W/NR/EH	Water source and ocean Pollution, Deforestation, soil erosion and land quality & Biodiversity loss. Material	2	3	6	M	<ul style="list-style-type: none"> <li>a. Supplier of the vehicle carries out the maintenance and not on our sites.</li> </ul>	1	3	3	L

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fuels (natural resources) Emissions to land or water from spillage of fuel or oil		resources & Land despoliation, supply chain issues & inequal disruption to impacts					<ul style="list-style-type: none"> <li>b. Minor top ups carried out on vehicle and plant, Jugs and funnels used</li> <li>c. Servicing's dates are monitored by the TAF at each depot to ensure the vehicles/plant is serviced on time</li> </ul>				
PPE - Use of fossil fuels (natural resources)	NR	Material resources & Land despoliation, supply chain issues & inequal disruption to impacts	1	2	2	L	<ul style="list-style-type: none"> <li>a. PPE controlled and supplied</li> <li>b. Stock off PPE kept</li> <li>c. New PPE is swapped for old and recycled through the supplier where it is reused.</li> </ul>	1	1	1	L