



Pothole Repair / Road Warden Policy

1. Objectives

- To maintain minor road safety and usability within the whole of the Shute Parish Council area including Hampton, Seaton Junction, Shute, Smitters Pit, Umborne and Whitford.
- To provide a clear, documented process for identifying, repairing, and monitoring potholes.
- To ensure works are safe, cost-effective, and compliant with Devon County Council's Road Warden Scheme.

2. Roles and Responsibilities

Role	Responsibility
Road Wardens (2 volunteers)	Inspect, record, and repair minor potholes. Report larger defects to Devon Highways. Organizes work schedule, liaises with Parish Clerk, ensures risk assessments and materials readiness. Safety signage, documentation, and post-repair inspection.
Parish Clerk	Maintain records, oversee material use, submit reports to Council for each pallet used and reports to Devon Highways (if applicable).
Shute Parish Council	Approve budgets, review progress, ensure insurance and safety compliance.
Devon County Council Highways Liaison Officer	Provide technical guidance, training, and authorisation for specific works.

3. Planning Phase

Annual Planning

1. Survey Schedule:

- Twice-yearly formal inspections (Spring & Autumn) by the Road Wardens.
- Ad-hoc inspections following severe weather.

2. Area Coverage:

- Shute Parish including Hampton, Seaton Junction, Shute, Smitters Pit, Umborne and Whitford.

3. Materials & Equipment:

- Cold-lay asphalt mix or approved pothole repair compound (approved by DCC).

Wardens to advise the Parish Council what equipment is required:-

- Safety signage (road works ahead, cones).
- PPE: hi-vis, gloves, safety boots, goggles, first aid kit.
- Hand tools: shovel, tamper, stiff broom, measuring stick.
- Mobile phone or tablet for reporting and taking photos

4. Operational Procedure

Step 1 – Planning

- Review reported potholes (via Parish Council, public reports, or inspection).
- Prioritize based on twice yearly inspection:
plus
- Confirm weather is dry and above 5°C for effective adhesion.
- Gather materials and ensure all safety gear is available.

Step 2 – Identify and Assess

- Record pothole location
- Measure and classify:
 - **Minor (<40mm deep):** Wardens may repair.
 - **Major (>40mm deep):** Report to Devon Highways via “Report a Problem” portal.

Step 3 – Safety Setup

- Display temporary road signage and cones 50m before and after the work zone.
- Wear appropriate PPE.
- Conduct a brief “dynamic risk assessment” (e.g., traffic flow, pedestrians).
- Ensure one Warden manages traffic awareness while the other performs the repair.

Step 4 – Repair Process

1. Sweep out the pothole of loose debris and water.
2. Cut edges of pothole square (if necessary) for better bonding.
3. Apply tack coat if available – PC to obtain.
4. Fill with cold-lay asphalt in layers (max 50mm per layer).
5. Compact with tamper until level with road surface.
6. Brush away excess material and remove signs once safe.
7. Brush surrounding area clean.
8. Remove equipment and signage only when safe.
9. Photograph completed repair.

Step 5 – Recordkeeping

After each repair:

- Complete a “Pothole Repair Log” with:
 - Date, time, and road name.
 - Photo before and after repair (if possible).
 - Material quantity used.
 - Warden names.
- Submit logs to the Parish Clerk as required.

5. Monitoring & Reporting Scheme

A. Planning Framework

Aspect	Output	Frequency	Responsible
Road inspection survey	Inspection report with priority list	Twice Yearly	Both wardens

B Internal Monitoring & Reporting (Parish Level)

Aspect	Method	Frequency	Review By
Completed works	Photo log + repair form	As required	Parish Clerk
Material use	Per job	As required	Parish Clerk
Public feedback	In minutes	Ongoing	Clerk reports to Council

C. External Monitoring (County Liaison)

- DCC Highways Officer to review summaries.
- Occasional spot checks or audits.
- Advise on materials and training needs.

6. Review & Continuous Improvement

- Reviews: This will be discussed at Parish Council meetings.
 - Material performance (longevity of repairs).
 - Frequency of defects recurring.
 - Feedback from residents.
- Adjust work plan, routes, and techniques accordingly.
- Consider joining DCC refresher training sessions.

7. Health & Safety Checklist

- All Wardens trained and insured under the DCC Road Warden Scheme.
- Always use signage and PPE.
- Both wardens must have received **Highways Safety Awareness and Chapter 8** training.
- Maintain a **risk assessment file** for all operations.
- Report any **accidents or near misses** immediately to the Parish Clerk.
- Keep first aid and emergency contact details with group when working.
- Do not work on high-speed or major roads.
- Cease work during poor visibility or heavy traffic.