Meabhrán Míniúcháin - Gníomhaíochtaí Pobail agus Deonacha ar Bhóithre, i limistéir Taitneamhachta agus i Limistéir Eile faoi chúram Chomhairle Chontae na Gaillimhe	Comhairle Chontae na Gaillimhe Galway County Council	**Explanatory Memo - Voluntary and Community Activities on Roads, Amenity areas and Other Areas in the charge of Galway County Council**

Tá an fhoirm seo le fáil i gcló mór chomh maith	This form is also available in large print
Tá míle fáilte an fhoirm seo a líonadh i nGaeilge	

Réamhrá **Aithníonn Comhairle Chontae na Gaillimhe ról agus iarrachtaí gníomhaireachtaí, comhlachtaí agus grúpaí pobail áitiúla maidir leis an obair a dhéantar chun slacht a chur ar an gcontae ina ndéanann Comhairle Chontae na Gaillimhe freastal. Cuirtear fáilte roimh an obair sin agus tá ardmheas uirthi. Leagtar amach sa cháipéis seo ceanglais Chomhairle Chontae na Gaillimhe nach mór do gach grúpa, gníomhaireacht agus comhlacht cloí leo lena chinntiú go dtugtar faoi na gníomhaíochtaí sin ar bhealach iomchuí ar mhaithe le sábháilteacht agus tairbhe gach duine.** **Obair agus Seirbhísí Beartaithe** **Caithfear an obair nó na seirbhísí atá beartaithe a chomhaontú leis an innealtóir ceantair iomchuí sula ndéantar iad a cheadú ag an Innealtóir Ceantair Bhardasaigh sa cheantar ina mbeidh an obair le déanamh nó na seirbhísí le cur ar fáil. Ní mór an obair a dhéanamh ar bhealach a ligfidh do Chomhairle Chontae na Gaillimhe obair chríochnaithe a ghlacadh faoina cúram i ndiaidh tréimhse iomchuí gan costas ceartúcháin nó deisiúcháin a thabhú ina leith.** **Ciallaíonn sin, go héifeachtach, go gcaithfidh togróirí na dtograí tuairisc i scríbhinn ar na tograí a chur faoi bhráid na Comhairle. Ba chóir don tuairisc seo an obair nó na seirbhísí a bheidh i gceist a lua go soiléir, lena n-áirítear na suíomhanna, an clár ama agus an líon daoine a bheidh i gceist. Ní mór a rá cibé an Pobail nó TÚS, nó an oibrithe deonacha as pobal áitiúil iad.** **Tabharfaidh an tInnealtóir Ceantair Bhardasaigh deimhniú i scríbhinn ar chomhaontú maidir leis na tograí beartaithe sa tuairisc.**	**Preface** Galway County Council recognises, welcomes and greatly values the efforts and role of local community groups, bodies and voluntary agencies in carrying out works to improve the overall appearance of the county in which Galway County Council serves. This document sets out the requirements of Galway County Council to which all such groups, agencies and bodies must comply to ensure that these activities are carried out in an appropriate fashion for the safety and benefit of all. **Proposed Works & Services** The works or services which are proposed must be agreed with the relevant area engineer prior to approval by the Municipal District Engineer of the area in which works or services are to be carried out or provided. These works must be that Galway County Council can take completed works in its charge after an appropriate period without incurring rectification or repair cost prior to same. This effectively means that the proposers must submit a written outline of these proposals. This outline should clearly state the works or services involved, the locations, the time schedule and the number of persons involved with details as to whether the participants are part of a formal scheme such as a Community Employment Scheme, TUS or simply volunteers of a local community. The Municipal District Engineer shall confirm in writing, agreement in regard to the proposals outlined.
Beidh an obair agus na seirbhísí a cheadófar de réir na dtograí comhaontaithe agus ní chuirfear tús leo go mbeidh an deimhniú i scríbhinn faighte. **Ceanglais Árachais** **Ní mór don Ghrúpa Deonach/Pobail deimhniú a thabhairt i scríbhinn go bhfuil árachas dliteanais phoiblí aige go leibhéal €6.5m i gcás aon teagmhas amháin, chomh maith le hárachas**	The works and services permitted shall be strictly within the agreed proposals and shall not proceed until this written confirmation is in place. **Insurance Requirements** The Community/Voluntary Group must provide written confirmation that it has Public Liability insurance to a level of €6.5million for one single incident and Employers Liability

Dliteanais Fostóirí go leibhéal €12.7m (más cuí). Ní mór don Ghrúpa Deonach/Pobail Comhairle Chontae na Gaillimhe a shlánú maidir leis an obair agus na seirbhísí a chuirfear ar fáil. **Ní mór don tréimhse faoi chlúdach árachais maireachtáil go dtí go mbeidh an obair glactha faoi chúram nó go mbeidh an soláthar seirbhísí tugtha chun críche.** **An Reachtaíocht Sláinte agus Sábháilteachta a Chomhlíonadh** **Ní mór don Ghrúpa Deonach/Pobail dearbhú i scríbhinn a thabhairt go ndéanfar an obair go léir nó go gcuirfear na seirbhísí go léir ar fáil ag comhlíonadh na Reachtaíochta iomchuí maidir le sláinte agus sábháilteacht. Go bunúsach, ciallaíonn sin nach mór an traenáil chuí a bheith faighte ag gach duine a bheidh páirteach (m.sh. d'fhéadfadh go mbeadh ó thraenáil SLG i leith tionscadail tógála ardriosca ar bhóthar go caint/ionduchtú ar bhosca uirlisí do jab ísealriosca a bheith i gceist), comharthaíocht nuair is gá, trealamh, PPE agus cáipéisíocht chuí sábháilteachta i gcomórtas leis an riosca arna hullmhú mar is ceart. Ag brath ar an ngníomhaíocht, d'fhéadfadh go gcaithfí cáipéisíocht a chur ar aghaidh chuig Comhairle Chontae na Gaillimhe - féach thall an Sreabhchairt Próisis i ndáil leis na ceanglais atá le cur i bhfeidhm.** **Ní ghlacfaidh Comhairle Chontae na Gaillimhe aon ról ná aon fhreagracht maidir leis an obair ná na seirbhísí seo a bheith ag comhlíonadh na Reachtaíochta Sláinte agus Sábháilteachta.**	insurance to a level of €12.7million (if relevant). The Community/Voluntary Group must also indemnify Galway County Council in regards to works and services provided. The period of the insurance cover must extend until the works have been taken in charge or until the service provision is completed. **Health & Safety Legislation Compliance** The Community/Voluntary Group must provide written confirmation that all its proposed works and services shall be carried out provided in compliance with appropriate safety and health legislation. This effectively means that all involved must have appropriate training (e.g. this can range from SLG training for high risk construction projects on a road to a toolbox talk/induction for a low risk job), signage where required, equipment, PPE and properly developed and appropriate safety documentation relative to the risk. Depending on the activity some documentation may need to be submitted to Galway County Council – see the Process Flow Chart of application requirements overleaf. Galway County Council will not take on any role or responsibility in regards to compliance with Health & Safety Legislation for these works or services.
Sa chás go mbeidh obair á déanamh in áiteanna poiblí faoi chúram Chomhairle Chontae na Gaillimhe, ní mór do na Grúpaí Pobail agus do na Gníomhaireachtaí Deonacha an obair sin a dhéanamh agus na seirbhísí sin a chur ar fáil ar bhealach a dhéanfaidh sábháilteacht an té a bheidh i mbun na hoibre agus an phobail a chosaint. Tá measúnú déanta ar an obair agus í roinnte in 2 chatagóir bunaithe ar riosca agus na hinniúlachtaí atá de dhíth. Mar seo a leanas: **(i) Tógáil *e.g. péinteáil, draenáil, déanamh ballaí, cosáin, comharthaí a chur suas agus gníomhaíochtaí eile mar a shainmhíníonn an tÚdarás Sláinte & Sábháilteachta*** **I gcásanna den chineál sin, beifear ag súil go gcomhlíonfaidh na grúpaí pobail agus na gníomhaireachtaí deonacha ceanglais mar a leagtar amach i ndoiciméid mar *'Guidance Document for the Control and Management of Traffic at Roadworks'* nuair is cuí agus fianaise a thabhairt i leith cáipéisíocht mar atá liostaithe sa sreabhchairt próisis seo a leanas:** **(ii) Nach mbaineann le tógáil m.sh. *piocadh bruscair, bearradh féir, struimeáil, spraeáil, uisce ar phlandaí, boscaí bruscair a fholmhú, sráideanna a scuabadh, ionaid athchúrsála a ghlanadh, fálta a bhearradh (le bearrthóir láimhe) agus ceapacha bláthanna a choinneáil srl...*** **Beifear ag súil i gcásanna dá leithéid sin go gcomhlánfaidh grúpaí pobail agus gníomhaireachtaí deonacha féin-dearbhú.** **Ní cheadófar aon obair a dhéanamh ar phríomhbhóithre a**	Where works are being carried out in public places in charge of Galway County Council the Community Groups and Voluntary Agencies must carry out these works and provide these services in a manner which protects the safety of the persons carrying out the works and of the general public. Works have been assessed and divided into 2 categories based on risk and competencies required. They are as follows: (i) **Construction** *e.g. painting, drainage, wall building, footpaths, erecting signage and other activities as defined by the Health & Safety Authority* In such cases the community groups and voluntary agencies will be expected to comply with the requirements of documents such as the 'Guidance Document for the Control and Management of Traffic at Roadworks' where appropriate and provide evidence of documentation as listed in the following process flow chart: (ii) **Non-Construction** e.g. *Litter picking, grass cutting, strimming, spraying, watering plants, emptying litterbins, street sweeping, cleaning recycling centres, hedge trimming (using handheld trimmers) and maintenance of flowerbeds etc...* In such cases the community groups and voluntary agencies will be expected to complete a self- declaration. No works will be permitted to take place on any major roads

mbeidh teorainn luais nach mó ná 80km/uair orthu agus trácht níos mó ná 1000 feithicil sa lá. Déanfar obair ar gach cineál eile bóthair a mheas as féin.

with a speed limit greater than 80km/hr and traffic volumes greater than 1000 vehicles per day. Works on all other types of roads will be assessed on a case by case basis.

Maoiniú:
Ní féidir le Comhairle Chontae na Gaillimhe maoiniú óna Clár Bóithre a chur ar fáil go díreach d'aon Ghrúpa Deonach/Pobail le haghaidh an chineáil seo gníomhaíochta. D'fhéadfadh go gcuirfeadh Comhairle Chontae na Gaillimhe, laistigh de na hacmhainní atá ann, ábhar agus/nó trealamh ar fáil chun cuidiú leis na gníomhaíochtaí seo más oiriúnach. Cé go ndéanfaidh Comhairle Chontae na Gaillimhe gach iarracht cabhrú leis na tionscadail seo, sa chás nach gcomhlíonfar na ceanglais thuas nó sa chás nach gcinnteofar comhlíonadh leanúnach na gceanglas thuas, ní chuirfear tús le tionscadal nó cuirfear deireadh leis gan fógra.

<u>Sreabhadh Proisis i gcás Iarratais ó Ghrúpaí Pobail & Deonacha</u>

Tógáil:
Má mheastar go mbaineann an obair bheartaithe le tógáil, beidh an aighneacht seo a leanas de dhíth. Seo a leanas samplaí den chineál sin oibre ach níltear teoranta dóibh:
Péinteáil, draenáil, déanamh ballaí, cosáin, comharthaí a chur suas agus gníomhaíochtaí eile mar a shainmhíníonn an tÚdarás Sláinte & Sábháilteachta.
Aighneacht

- **Foirm Iarratais Chomhairle Chontae na Gaillimhe**
- **Ráiteas Sábháilteachta ón nGrúpa**
- **Árachas**
- **Ráiteas modhanna/measúnuithe riosca**
- **Plean Bainistíochta Tráchta (nuair is cuí)**

Ní cheadaítear na gníomhaíochtaí seo ach ar dhébealaí ar a bhfuil luasteorainn 80km ar a mhéad agus uasmhéid tráchta 1000 feithicil sa lá. Ní cheadaítear aon obair a dhéanamh ar phríomhbhóithre a bhfuil an luasteorainn níos mó ná 80km/uair orthu agus an líon tráchta níos mó ná 1000 feithicil sa lá. Sa chás go bhfuil treoir ag teastáil maidir le hiomlán tráchta déan teagmháil leis an innealtóir ceantair áitiúil.

Obair nach mbaineann le Tógáil:
Má mheastar nach mbaineann an obair bheartaithe le tógáil, seo a leanas an aighneacht atá de dhíth.
Seo a leanas samplaí den chineál sin oibre ach níltear teoranta dóibh: *Piocadh bruscair, bearradh féir, struimeáil, spraeáil, uisce ar phlandaí, boscaí bruscair a fholmhú, sráideanna a scuabadh, ionaid athchúrsála a ghlanadh, fálta a bearradh (de láimh) agus ceapacha bláthanna a choinneáil srl...*
Aighneacht

- **Foirm Iarratais Chomhairle Chontae na Gaillimhe/féin-dearbhú**
- **Árachas**

Ní cheadaítear na gníomhaíochtaí seo ach ar dhébealaí ar a bhfuil luasteorainn 80km ar a mhéad agus uasmhéid tráchta 1000 feithicil sa lá. Ní cheadaítear aon obair a dhéanamh ar phríomhbhóithre a bhfuil an luasteorainn níos mó ná

Funding:
Galway County Council cannot provide funding directly from its Roads Programme to any Community/Voluntary Group for these types of activities. Galway County Council may within existing resources provide materials and/or equipment to assist in these activities if appropriate. Whilst Galway County Council will make every effort to assist these projects failure to comply or to ensure ongoing compliance with the requirements of the above will prevent a project commencing or cause it to be stopped without notice.

<u>Process Flow for Voluntary & Community Groups Applications</u>

Construction:
If the proposed works are deemed to be construction related, the following submission will be required. Examples of such works include but are not limited:
Painting, drainage, wall building, footpaths, erecting signage and other activities as defined by the HAS.
Submission

- GCC Application form
- Group Safety Statement
- Insurances
- Method statement/risk assessments
- Traffic Management plan (where appropriate)

These activities are only permitted on single carriageway roads with a maximum speed limit of 80km and a maximum traffic volume of 1000 vehicles per day.
No works are permitted on major roads with a speed limit greater than 80k/hr and traffic volumes greater than 1000 vehicles per day. If guidance is required on traffic volumes contact the local area engineer.

Non-Construction:
If the proposed works are deemed to be non-construction related the following submission will be required.
Examples of such works include but are not limited: *Litter picking, grasscutting, strimming, spraying, watering plants, emptying litterbins, street sweeping, cleaning recycling centres, hedgetrimming (by hand), and maintenance of flowerbeds etc...*
Submission

- GCC Application form/self-declaration
- Insurances

These activities are only permitted on single carriageway roads with a maximum speed limit of 80km and a maximum traffic volume of 1000 vehicles per day. No works are permitted on major roads with a speed limit greater than

80km/uair orthu agus an líon tráchta níos mó ná 1000 feithicil sa lá. Sa chás go bhfuil treoir ag teastáil maidir le hiomlán tráchta déan teagmháil leis an innealtóir ceantair áitiúil.	80k/hr and traffic volumes greater than 1000 vehicles per day. If guidance is required on traffic volumes contact the local area engineer.

Seol an fhoirm chomhlánaithe chuig oifig áitiúil do Cheantair Bhardasaigh:		
An Cheathrú Rua	**An Cheathrú Rua, Co. na Gaillimhe**	**091 509060**
Baile Átha an Rí:/Óran Mór	**Baile Átha an Rí, Co. na Gaillimhe**	**091 509088**
Béal Átha na Sluaighe	**Oifigí Cathartha, Béal Átha na Sluaighe, Co. na Gaillimhe**	**091 509074**
An Clochán	**Sráid an Mhargaidh, An Clochán, Co. na Gaillimhe**	**091 509095**
Gort Inse Guaire	**Sráid Crowe, Gort Inse Guaire, Co. na Gaillimhe**	**091 509065**
Baile Locha Riach	**Sráid na Beairice, Baile Locha Riach, Co. na Gaillimhe**	**091 509166**
Tuaim	**An tSráid Ard, Tuaim, Co. na Gaillimhe**	**091 509011**
Return fully completed form to your local Municipal District Office:		
An Cheathrú Rua	An Cheathrú Rua, Co. na Gaillimhe	091 509060
Athenry/Oranmore	Athenry, Co. Galway	091 509088
Ballinasloe	Civic Offices, Ballinasloe, Co. Galway	091 509074
Clifden	Market Street, Clifden, Co. Galway	091 509095
Gort	Crowe Street, Gort, Co. Galway	091 509065
Loughrea	Barrack Street, Loughrea, Co. Galway	091 509166
Tuam	High Street, Tuam, Co. Galway	091 509011

Do thuilleadh eolais: **An tAonad Infreastruchtúir & Oibríochtaí** **Comhairle Chontae na Gaillimhe** **Áras an Chontae** **Cnoc na Radharc** **Gaillimh. H91 H6KX**	Further information: Infrastructure & Operations Unit Galway County Council Áras an Chontae Prospect Hill Galway H91 H6KX	T. (091) 509309 F. (091) 509010 roads@galwaycoco.ie www.gaillimh.ie www.galway.ie