

NEC4

Term Maintenance Contract

Annex 39 – Framework document for Signing, Lighting and Guarding and the associated site checks of unattended roadworks sites

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Framework document for Signing, Lighting and Guarding and the associated site checks of unattended roadwork sites.

1.0 Background

- 1.1 Local Highway Authorities and Utility Companies in England and Wales must comply with the "Safety at Street Works and Road Works – A Code of Practice (October 2013)" (sometimes referred to as the Red Book). The Code is issued under Section 65 of the New Roads and Street Works Act 1991.
- 1.2 In accordance with the requirements and guidelines contained within the Code of Practice, this document provides the user with the required information to undertake a risk assessment of unattended roadworks sites which will determine the timing of physical site checks.
- 1.3 This document provides the user with the evidence that appropriate and reasonable risk assessments have been undertaken and can be used in the event of a third-party claim.

2.0 Code of Practice Requirements

- 2.1 Page 81 of the Code of Practice provides guidance on how unattended sites are checked and maintained. The guidance is re-produced below:
- 2.2 Sites that are unoccupied at any time still require the traffic management to be routinely checked and maintained. The frequency and timing of checks should be determined by the level of risk. The timing of checks might also need to be set to meet local circumstances. You should carry out a site check every day (including weekends) unless your risk assessment deems this unnecessary.
- 2.3 The level of risk may be affected by the following:
 - how busy the road and/or footway is during the hours the site is unattended e.g. consider whether the site is near

- High volume pedestrian areas
- Pubs and clubs
- Schools and colleges
- Commuter routes and traffic sensitive areas
- Sports ground and concert venues
- sites where vandalism is found to be a problem
- weather conditions
- risks of the works site e.g.
 - deep excavations
 - exposed services
 - trench crossings
 - plant and machinery
 - portable traffic signals
- pedestrian crossing, footway or road closures; and
- results of previous checks

3.0 Risk Assessment Methodology

- 3.1 Unattended sites require a risk assessment to be undertaken by the contractor to determine the frequency of site checks.
- 3.2 The level of risk is determined by the likely impact (should the risk occur) and the probability of it occurring. Having identified a particular risk, assessed its likely impact and probability, a risk factor can be produced to determine an action.
- 3.3 In the context of producing a risk assessment to determine the appropriate number of site visits for an unattended roadworks site, the level of risk would be calculated by:
 - Probability – site location will determine the probability of risk (see CoP level of risk factors 2.2 above)
 - Impact – if an incident occurs on the unattended site, what is the perceived severity of the impact.
- 3.4 The resulting risk factor (probability x impact) will then determine the appropriate number of site visits required for an unattended roadworks site.

- 3.5 The Risk Matrix below sets out an appropriate and reasonable basis to determine the number of site visits required for unattended roadworks sites:

Probability → Impact ↓	Very Low (1)	Low (2)	Medium (3)	High (4)	Very High (5)
Negligible (1)	1	2	3	4	5
Low (2)	2	4	6	8	10
Noticeable (3)	3	6	9	12	15
High (4)	4	8	12	16	20
Extreme (5)	5	10	15	20	25

Low Risk Site Once a week site check required (not weekends)	Medium Risk Site Twice a week site checks required (not weekends but not consecutive days)	High Risk Site Weekday site checks required (not weekends)	Extreme Risk Site Daily site checks required, including weekends
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- 3.6 It is suggested that risk assessments are documented and recorded.

4.0 Red Book" risk matrix

- 4.1 The starting point for determining an appropriate site check response is the volume of highway users at the site location (probability). The hierarchy of the network has been determined by Somerset County Council (see table below) – the hierarchy is used as the "first pass" to determine the appropriate response. Then, consider the other criteria on the list to determine if the response needs to be increased from that defined by the hierarchy.

	Criteria to be considered at the site that has been signed and guarded.	Hierarchy at Site Location *	Probability	Impact	Risk Factor	Response
1 st criteria to be considered	Volume of Traffic (carriageway/rural verge) (includes commuter routes and traffic sensitive areas)	2, 3, 4	5	5	25	Daily site checks (including weekends)
		5, 6	4	4	16	Weekday Site checks (not weekends)
		7, 8, 9a, 9b	2	4	8	Twice a week site checks (not weekends but not consecutive days)
		10, 11	1	4	4	Once a week site check (not weekends)
	Volume of Pedestrians/Cyclists (footway/cycleway/urban verge)	F2	5	5	25	Daily site checks (including weekends)
		F3	4	4	16	Weekday Site checks (not weekends)
		F4, F5, F6	4	4	16	Twice a week site checks (not weekends but not consecutive days)

2nd criteria to be considered	Site is adjacent to a school/college	All	4	4	16	Weekday Site checks (not weekends)
	Road or Footway closure	All	5	5	25	Daily site checks (including weekends)
	Site risks: <ul style="list-style-type: none"> • Deep excavations • Exposed Services • Trench Crossings • Plant and machinery • Portable Traffic Signals 	All	5	5	25	Daily site checks (including weekends)

Note: response may have to be re-considered if -

- results of previous site checks are risk assessed as requiring more/less visits.
- a site is subject to vandalism and has been confirmed via previous site checks
- prevailing weather conditions are such that site checks have to be increased.

*HIERACHY DEFINITIONS	
Carriageway	
2	Strategic Route
3	Main Distributor
4	Secondary Distributor
5	Link Road
6	Local Link Road
7	Local Access Road
8	Minor Road

9a	Lanes
9b	Minor Lanes
10	Green Lanes and Tracks
11	Disused Tracks
Footway	
F2	Primary Walking Routes
F3	Secondary Walking Routes
F4	Link Footways
F5	Local Access Footways
6	Minor Footways

References:

- New Roads & StreetWorks Act 1991 - [New Roads and Street Works Act 1991 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1991/66/contents/enacted)
- Safety at Street Works and Road Works – A Code of Practice (October 2013) - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/321056/safety-at-streetworks.pdf