

**Installation for Public Rights Of Way Framework  
Appendix 1**

**SPECIFICATION**

**GENERAL SERVICE CONDITIONS RELATING TO WORKS ON PUBLIC RIGHTS  
OF WAY**

**Introduction**

Cheshire East Council is looking to create a framework for Installation of Public Rights of Way Furniture and Associated Public Rights of Way Works. The requirement will be split down into 4 separate Lots:

1. Bridges up to 8 Meters
2. Gates and Stiles
3. Sign Posts
4. Miscellaneous (hourly rate)

The contract will run for one year with the option to extend for a further 2 x 12 months and shall be reviewed by the Provider three months prior to each anniversary of the Commencement Date. The Provider shall ensure that its prices remain competitive. Any proposed changes in price need to be agreed with the Authority. **For the avoidance of doubt, the Authority is unable to re-rank the Providers following the review of prices. The ranking must remain as stated in Schedule 2 of the contract.**

**Scope**

The Contractor to be responsible for identifying underground services. It is essential that a suitable cable and pipe locating device be used.

The Contractor to notify the landowner or occupier **before** entering onto land and agreeing access arrangements with same.

Contractors must be able to liaise effectively with land owners while working on behalf of Cheshire East Council.

In the event of the Contractor leaving site before completion of works, the site is to be made stock proof and to present no danger to the public.

In any case of dispute or conflict with the landowner or occupier, the Contractor is to leave the site immediately and refer the matter to the Public Rights of Way Maintenance Officer who has issued the work.

The Contractor will be responsible for the work to be carried out in accordance with Health & Safety Regulations.

The Contractor to remove all waste generated by the works to the Contractors tip at the end of each working day. Such waste, whilst on site, must not cause any nuisance at any time. Bonfires are **not** to be lit to dispose of contract waste.

The Contractor must comply with all current legislation relating to waste disposal and possess the relevant licence for handling waste where applicable.

The Contractor to have public liability insurance amounting to a minimum of £5,000,000. All contracts will be on a Standing Offer basis. Individual requests will be made to Contractors to carry out work, subject to the terms and conditions contained herewith, by Official Council Order, with specific instructions and location plan. A copy of the works instruction sheet to be returned marked with completion date together with invoice.

The contractor will be liable for and will indemnify Cheshire East Council against any liability, loss claim or proceedings whatsoever arising under any statute or at common law in respect of:

A) Any damage to property

B) any injury to persons, including injury resulting in death arising out of, or in the course of, and or in connection with the installation of rights of way furniture except insofar as such damage or injury will be due to any act or negligence of Cheshire East Council.

Payment for work completed to the satisfaction of the Public Rights of Way Maintenance Officer will be made within 28 days of submission of invoice to the relevant Public Rights of Way Maintenance Officer.

The contractor must refrain from giving personal views or making comment to landowners or members of the public concerning the work being carried out.

## **CONTRACTORS GENERAL METHOD STATEMENT RELATING TO HEALTH AND SAFETY OF WORK CARRIED OUT ON PUBLIC RIGHTS OF WAY**

### **General Requirements for ALL Lots:**

During the contract for specialist project works, the contractor must provide a separate method statement and risk assessment along with the quotation (examples

are available from the PROW Officer issuing the works).

Visual safety checks to be carried out prior to commencement of work. The Contractor is responsible for identifying underground services. It is essential that a suitable cable and pipe locating device is used - you must provide the relevant certification as part of your tender.

In the event of the Contractor leaving the site before completion of works, the site is to be made stock proof and to present no danger to the public.

At the end of each working day, the Contractor must remove all waste generated by the works for disposal at a registered waste disposal site. Such waste, whilst on site, must not cause any nuisance at any time. Bonfires are not to be lit to dispose of contract waste.

**Contractors must follow the Department of Transport's 'Safety at Street Works and Road Works, a Code of Practice'. This includes information on setting out road signs etc. There is a printable version available on the Department for Transport website: [www.dft.gov.uk](http://www.dft.gov.uk)**

For minor roadside works which do not include excavations, involving the use of a single vehicle or a small number of vehicles and safe working methods are used:

- a. When there is good daylight visibility and during periods of low risk.
- b. Vehicle must be conspicuously coloured.
- c. Vehicle must have one or more roof mounted beacons operating.
- d. Keep left/right signs must be displayed for drivers approaching on the same side of carriageway.

Additional static signs must be used when **any** of the following conditions apply:

- The works vehicle cannot be seen clearly because of hills, bends in the road, etc.
- Stationary traffic may tail back
- There is not enough space for two-way traffic to pass the works vehicle
- In these cases place Road Works Ahead signs with appropriate plates for drivers approaching in each direction.
- Where appropriate, you must also display Road Narrows signs with Single file traffic plates.

- A Road Works Ahead sign should be displayed to drivers approaching on a side road if work is taking place near a junction.
- If any of these basic requirements are not met, you must use full standard signing and guarding.

**NOTE**

**Single vehicle works must not be carried out on dual carriageways to which the national speed limit applies. Works required at the side of dual carriageways and other main roads must be done from the field.**

**Sign sitting distances:**

Type of road	Minimum sitting distance of first sign in advance of works (metres)	Minimum clear visibility to first sign (metres)	Minimum size of sign (mm)
All purpose single carriageway road, urban, restricted to 30mph or less	23 to 46	60	600
All purpose single carriageway road, restricted to 40mph or less	46 to 110	60	750
All purpose single carriageway road, with speed limit of 50mph or more	275 to 458	75	750

Maintain the safety of the travelling public using the public right of way.

The Contractor will be responsible for the work to be carried out in accordance with Health & Safety Regulations.

In the absence of training and certification in relation to power equipment Contractors and their staff must only use hand saws and hand tools.

For the use of any machinery, contractors must provide certificates of competence and use all relevant personal protection equipment

**Appropriate Personal Protection Equipment must be used:**

- High visibility vest or coat
- Hard hat
- Eye protection
- Hand protection
- Steel toe cap footwear
- Ear protection
- For certificated operations:
  - Chainsaw PPE (Personal Protection Equipment) including: chainsaw gloves; chainsaw trousers; chainsaw footwear; chainsaw helmet and visor.
  - Pesticide applicator: appropriate PPE
  - When working with heavy machinery and excavators: appropriate PPE

**Site Requirements:**

- Safety and warning signs
- Clean water and washing facilities
- First aid kit to be provided
- Eye wash
- In case of emergency, contractors must have a mobile phone
- PPE must be worn that is appropriate for the work being carried out by operative
- Roadside working: Flashing orange beacons, warning signs, high visibility coat.
- When working on bridges over watercourses, contractors are not to work alone and if necessary wear necessary PPE and buoyancy aids.

**NOTE:**

1. ANY CONTRACTORS FOUND NOT ADHERING TO THESE HEALTH AND SAFETY REQUIREMENTS WILL BE ASKED TO LEAVE THE SITE
2. FOR LARGER SCHEMES OR NON-STANDARD WORKS CONTRACTORS MUST PROVIDE A BESPOKE RISK ASSESSMENT AND METHOD STATEMENT.

**PROCEDURE**

Due to audit restrictions you will no longer be able to collect materials without the presence of a PROW Maintenance and Enforcement Officer.

Contact the Officer who issued the work (telephone 24 hours before you wish to access the yard, in the morning preferably).

Go to the yard at Swanlow Farm, Swanlow Lane, Winsford to meet the officer concerned / meet the officer at agreed location.

Officer will open compound for you.

Once materials have been collected complete booking out sheet (located in storage cupboard) ensuring that job number is inserted for cross checking.

Get the PROW officer to sign the booking out sheet for you.

He will check that the materials taken correspond with the booking out sheet and he will then lock the compound.

The PROW officer will not be able to assist you with loading your materials, it is your responsibility to ensure that you are able to load the materials safely yourself.

## **INSTRUCTIONS AND CONDITIONS FOR THE INSTALLATION OF STILES, GATES, FINGER POSTS, AND SLEEPER / TIMBER BRIDGES (INDIVIDUAL LOTS)**

### **Lot 1: Bridges up to 8m**

#### **Sleeper Bridges**

Area for bridge abutments to be cleared and level.

Sleepers to be seated level on sleeper supports (1500 x 300mm). Sleepers to be secured to supports with plain wire and staples.

Structure to be secured in ground with four 75mm x 75mm stakes as specified in works order.

#### **Timber Bridges**

Area for bridge abutments to be cleared.

Bridge bearers to sit level on timber supports. If there is suitable existing abutments supports are not required.

Install timber spacers between bearers to prevent the structure from twisting. Secure spacers by using a 1m threaded rod.

Timber uprights for the handrails are to be attached to bridge bearers using 2 x 250mm threaded rod per support. These rods are to be cut to size from a 1m length of threaded rod.

Top of handrail to be 850mm from top of decking boards.

If a step is required at one or both ends of the bridge, use two uprights & a tread board as shown on specification plan. Follow instructions as per stile installation.

No sharp projections etc. to be left on the structure.

All old materials to be removed from site and disposed of according to waste regulations by the contractor. Any surplus materials to be returned to the store.

### **Handrails**

Handrail posts to be driven into ground, top of posts to be 1000mm above ground level.

Handrails to be secured onto inside of posts, level with the tops of posts. Fixed into place with 100mm galvanised nails.

All handrail edges to be planed smooth.

Handrail on sleeper bridge to be installed on the downstream side of bridge.

## **LOT 2: GATES AND STILES**

### **Stiles (reference CMS 12)**

Holes for stiles posts to be excavated to a depth of 685mm. Stile posts to be back filled and rammed firm in layers of a maximum depth of 75mm at a time. Height to the top of the top rail from ground level to be 1066mm.

Rails to be fixed to stile posts with two 75mm galvanised nails at each end, diagonally placed with 50mm spacing.

Holes for treadboard posts to be excavated to a depth of 685mm. Treadboard posts to be back filled and rammed firm in layers of a maximum depth of 75mm at a time. Top of lower treadboard posts to be 250mm above ground level. Upper treadboard posts tops to be 550mm above ground level. On sloping ground heights to be taken from lower ground level.

Treadboards to be fixed to posts with two 125mm galvanised nails at each end, centrally placed with 100mm spacing. Treadboards to be pre-drilled with 5mm bit prior to nailing. Nails to be supplied by contractor. Treadboards to overhang posts 50mm at both ends.

All work to be square, level and plumb.

All work to be livestock proof.

All old material, brash, debris and surplus materials to be removed from site, and disposed according to waste regulations by contractor.

Way mark disk to be fixed centrally on hand post, 150mm from top. Both directions to be waymarked.

Barbs to be removed from barbed wire in the vicinity of stile. Existing fences to be joined and made good. Electric fencing to be shielded with non conductive tubing the full width of stile. Contractor to supply tubing.

### **Steel Kissing Gate Kits**

Materials supplied:

- One gate with integral H shaped frame and self locking gate catch.
- Two right hand hoops
- Four 70mm nuts and bolts and washers

The dimensions for a pedestrian steel kissing gate is:

- Installed height = 1m to 1.2m
- Length in fence line = 2.0m
- Width = 1.2m

The kissing gate is normally installed with the fence line running through the middle of the gate.

To install gate, two holes and a shallow trench are required to a depth which allows a maximum clearance between the ground and the bottom of the gate of 75mm.

The cross bar of the H frame must be level, even if the ground is not.

The kissing gate is assembled by attaching one hoop to the slamming post of the gate.

The second hoop is attached to the first hoop with the end post positioned so that the D striker on the gate is caught within it. The gate must not be able to swing free.

Check the level and vertical alignment of the frame before back filling the holes and trench by ramming firm layers of a maximum depth of 75mm at a time.

Remove any rough edges.

## **Wooden Kissing Gates**

Materials supplied:

- One 2.1m gate post
- One 1m gate
- Three 2.1m posts (75mm x 150mm)
- Eight 1.4m rails (50mm x 150mm)
- Galvanised hinge set with offset eye
- Gate latch

The dimensions for the wooden kissing gate are calculated from the outside of the posts and are:

- Distance from gate hanging post to apex post = 2.3m
- Distance between the two kissing posts = 1.4m
- Installed height = 1m to 1.2m

Attach the top 18" hinge to gate as follows:

- Mark position of the three holes on each side
- Drill approx. half-way through the top rail from each side to meet in the middle
- Insert coach bolts and tighten up

Attach the bottom 5" hinge to bottom of the gate in a similar way. It should be on a level with the bottom rail. The offset eye should be on the opposite side of the gate to the closing side. Gate must close on the far side from livestock.

To reverse one of the hinges for security purposes, allow 5mm for the gate to rise between its open and closed positions.

Mark the position of the hinges on the gate post in relation to the height of the gate and minimal ground clearance (50mm).

Holes for posts to be excavated to a depth of 1m. Posts to be back filled and rammed firm in layers of a maximum depth of 75mm at a time.

Kissing posts should be positioned so that gate makes full contact and is completely trapped between them.

Rails to be fixed to outside of posts with two 75mm galvanised nails at each end, diagonally placed with 50mm spacing.

All work to be square, level and plumb.

Remove any rough edges.

All work to be livestock proof. Attach sheep mesh if required. Mesh to be supplied by contractor.

All old material, brash, debris and surplus materials to be removed from site, and disposed according to waste regulations by contractor.

Way mark disk to be fixed centrally on, 150mm from top. Both directions to be waymarked.

Existing fences to be joined and made good.

### **LOT 3: SIGN POSTS**

#### **Standard Finger Posts**

Appropriate blade to be fixed into finger post slot squarely and secured with two 75mm galvanise nails, diagonally placed with 75mm spacing.

Timber foot to be fixed 150mm from base. Foot to be a minimum size 50mm x 50mm x 150mm.

Hole to be excavated to a depth of 750mm. Post to be back filled and rammed firm in layers of a maximum depth of 75mm at a time.

All finger posts to be installed on the highway verge unless otherwise directed.

All work to be square, level and plumb.

All old materials, brash, debris and surplus materials to be removed from site, and to be disposed according to waste regulations by contractor.

#### **Oak Finger Post**

The same instructions apply as standard finger posts with the exception that oak finger posts are supplied with arms fixed in place.

### **LOT 4: MISCELLANEOUS**

This is for non standard work & vegetation clearance works. The Council requires an hourly rate for both of these requirements.