

## Document 02

# CLIENT REQUIREMENTS

Provision of Underwater Inspections and Services for the Maintenance of Highway  
Structures Assets

//// September 2024



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## **Preamble to the Works Specification**

1. The Works Specification referred to in the Tender shall be the 'Specification for Highway Works', published by the Stationery Office (formerly HMSO) as Volume 1 of the Manual of Contract Documents for Highway Works, as modified and extended by the following: -
  - (i) Appendix 0/1: Contract specific Additional, Substitute and Cancelled Clauses, Tables and Figures;
  - (ii) Appendix 0/2: Contract specific minor alterations to existing Clauses, Tables and Figures;
  - (iii) The contract specific Numbered Appendices listed in Appendix 0/3;
  - (iv) The Drawings listed in Appendix 0/4.
2. The relevant publication date of each page of the Specification for Highway Works is given in the Schedule of Pages and Relevant Publication Dates.
3. An Additional Clause as indicated by a suffix 'AR' in Appendix 0/1 is a Contract specific alteration.
4. A Substitute Clause as indicated by a suffix 'SR' in Appendix 0/1 is a Contract specific alteration.
5. A Cancelled Clause as indicated by a suffix 'CR' in Appendix 0/1 is a Contract specific alteration.
6. Insofar as any of the Numbered Appendices or any order issued by the *Client* may conflict or be inconsistent with any provision of the Specification for Highway Works the Numbered Appendices or order issued by the *Client* shall always prevail.
7. Any reference in this Contract to a Clause number or contract specific Appendix shall be deemed to refer to the corresponding Substitute Clause number or contract specific Appendix listed in Appendix 0/1 or 0/2.
8. Where a Clause is altered any original Table/Figure referred to in the Clause shall apply unless the Table/Figure is also altered. Where a Table/Figure is altered any reference in a Clause to the original Table/Figure shall apply to the altered Table/Figure.
9. Where a Clause in the Specification relates to work goods or materials which are not required for the Works it shall be deemed not to apply.
10. Any Appendix referred to in the Specification which is not used shall be deemed not to apply. subject to the provisions of paragraph 11
11. The contract precludes the inclusion of 'scheme specific' information in the Works Specification. The Numbered Appendices are therefore not used in this context. Where a Works Specification Clause refers to a Numbered Appendix the requirements of which relate to a specific Task Order, the relevant information will be included in the Task Order.
12. Other than where references to the Overseeing Organisation are made in the context of the *Client* granting statutory or type approvals, the roles and functions of the Overseeing Organisation shall be undertaken by the *Service Manager*.

Where the Specification requires the provision of documentation to the Overseeing Organisation for statutory or type approval such documentation shall be provided to the *Service Manager*.

13. Where the *Contractor* is responsible for design, the delegation of the roles and functions of the *Client* as stated in Paragraph 12 above shall be further amended as follows:
  - (i) If any agreement, consent or approval required to be obtained from the *Client* impacts on the health and safety of the general public, the environment or any other property or equipment not owned by the *Contractor*, such agreement, consent, approval shall be obtained from the *Client*.
  - (ii) Where the Specification provides for the *Client* to require a test, waive the requirement for a test or alter testing frequency, the *Service Manager* shall exercise such decisions in accordance with the scope stated in the Contract.

## **Specification for Highway Works - Schedule of Pages and Relevant Publication Dates**

**(Includes May 2018 Amendments)**

Series/Appendix	Page Number	Publication Date
000	1 to 3 6 to 7f 4 to 5	May 2014 February 2016 May 2018
100	1 to 2, 4 to 9, 12 to 29F, WF1, N2 to N11F 3, 10 to 11, N1	May 2014 December 2014
200	1 to 3F	February 2016
300	1 4 2 to 3, 5 to 6F	May 2001 November 2002 May 2008
400	1 to 24f	May 2017
500	23 to 24, 26 28F 3, 22, N1F 2,5, 27 6, 25 1, 4, 7 to 21	November 2004 May 2005 May 2006 November 2006 November 2007 November 2009
600	1 to 68, 70 to 77F, S1 to S4F, W1 to W4F, N1 to N5F 69	February 2016  February 2017
700	1 to 36F, N1 to N6F	February 2016
800	1 to 31F	February 2016
900	2 to 77F	May 2018
1000	1 to 45f	February 2016
1100	N1F 3 1 to 2, 4 to 6f	November 2006 August 2008 February 2017
1200	5 2 to 3, W1F 1, 14 to 16F 4, 9 to 11, 13 12 6 to 7, N1 to N4F 8	May 2001 August 2003 May 2004 May 2005 November 2006 November 2007 May 2008
1300	N2F 3 to 4 1, 5 to 10, 12F 2, 11 and N1	November 2003 November 2004 November 2005 May 2006
1400	2, N1F 1, 3 to 9F	May 2001 May 2006
1500	1 to 31F	February 2017

Series/Appendix	Page Number	Publication Date
1600	1, 4, 5, 9, 15, 17, 18, 24 – 26, 29 – 31, 35, 38 2, 6 – 8, 10 – 14, 16, 19, 27, 28, 32 – 34, 36, 37, 39 to 42, 44 to 48 3, 20, 23, 43	March 1998  November 2003  November 2005
1700	1 to 27F	December 2014
1800	1 to 35F	August 2014
1900	1 to 35F, S1 to S2F	August 2014
2000	1, 3, 4F 2	May 2001 November 2004
2100	1 to 2F	February 2016
2300	1 2 to 3F	March 1998 May 2001
2400	1, 4, 7F 2 3,5,6	May 2005 May 2006 May 2008
2500	1 2, 8, 11F 3, 4 5 6, 7, 9 10	May 2001 November 2003 November 2006 May 2006 May 2005 November 2004
2600	1 2 - 4 5 6 7F	March 1998 November 2003 November 2004 May 2005 November 2006
3000	1, 4 - 7, 10, 12 - 17, 19, 22 - 27F 2, 3 8,9,11,18,21 20	May 2001 May 2006 May 2008 November 2004
5000	1, 4 – 19F, S1F 2, 3	May 2005 November 2008
Appendix A	1 to 4F	May 2014
Appendix B	1 to 3F	May 2014
Appendix C	1 to 2F	May 2014
Appendix D	1F	May 2014
Appendix D (NI)	N1F	May2014
Appendix E	1F	May 2014
Appendix F	1 to 54F	May 2018
Appendix G	Not used	
Appendix H	1 2 3 4 to 9F	May 2004 November 2005 November 2006 November 2008

## **Appendix 0/1: Contract-specific Additional, Substitute and Cancelled Clauses, Tables and Figures**

### **List of Additional Clauses, Tables and Figures**

Clause No (etc.)	Title
170AR	Health and Safety Requirements
171AR	Emergency Access and General Access to Property
172AR	Site Security
173AR	Advertising
174AR	Material Reuse, Recycled Materials and Disposal of Waste
177AR	Use of Mains Water
179AR	Requirements relating to Public Relations
180AR	Roads to be Kept Clean
181AR	Avoidance of Nuisance
182AR	New Roads and Street Works Act 1991: Permits & Licences
183AR	Customer Service
371AR	Temporary Fencing

**List of Substitute Clauses, Tables and Figures**

Clause No (etc.)	Title

**List of Cancelled Clauses, Tables and Figures**

Clause No (etc.)	Title
None	

## **Additional Clauses, Tables and Figures**

### **Series 100      PRELIMINARIES**

#### **170AR - Health and Safety Requirements**

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##### **General**

1. The *Contractor* and all Subcontractors shall, at their own cost, comply with the requirements of this Clause and Appendix 1/70.
2. The *Contractor* and any Subcontractors shall comply with all applicable health and safety requirements.

##### **Construction (Design and Management) Regulations 2015**

3. All construction works shall be undertaken in accordance with the Construction (Design and Management) Regulations 2015. The *Contractor* will be appointed as *Principal Contractor* under the Regulations at the time of the contract award.
4. The *Contractor* shall develop each site specific construction phase health and safety plan and provide all health and safety information required to complete the works safely. This will include site specific risk assessments, method statements / safe systems of work, COSHH assessments, etc.
5. The *Contractor* shall display the F10 if required at appropriate locations, signs as described in the HSE Guidance on Regulations.
6. The *Contractor* shall ensure everyone on site is inducted on the site specific health and safety requirements and update the construction phase health and safety plan as works progress.
7. On completion of the works, the *Contractor* shall provide as-built drawings, records and other such information required for the safe use, maintenance and future taking up or demolition of the works. Details of any unexpected services shall be included on the as-built drawings. Under the CDM Regulations, this will take the form of a Health and Safety File.

##### **Supervisor and Operative Competency**

8. The *Contractor* shall provide a Supervisor for each works site. The Supervisor shall be accredited as a Streetworks Supervisor in accordance with the New Roads and Streetworks Act 1991 ("NRSWA"). Those supervising the work must have the right blend of skills, knowledge, training and experience and that there is an adequate number of supervisors. The accredited Supervisor shall be on site at all times when the works are in progress and shall be contactable by mobile telephone.
9. At least one person on site must also be an accredited Streetworks Operative in accordance with the NRSWA.
10. All personnel, including machine and equipment operators shall hold CSCS cards or similar and equivalent accreditation and the *Contractor* must be able to demonstrate that each person on site is trained, competent and authorised to carry out the activity they are undertaking. Copies of all personnel competencies, including any *Contractor* Subcontractors, shall be available on site at all times.

##### **Incident notification**

11. The *Contractor* notifies the *Service Manager* of any incidents resulting in reportable injuries within 24 hours Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

##### **Near miss reporting**

12. The *Contractor* collects data of 'near misses' and notifies monthly the *Service Manager*.

##### **Method statements and risk assessments**

13. Upon request the *Contractor* shall submit method statements and risk assessments to the *Service Manager* for any works activity to be undertaken.

##### **Health and safety inspections**

14. The *Contractor's* safety officer/advisor provides quarterly inspections of the service.
15. The *Contractor's* safety officer/advisor notifies the *Service Manager* of health and safety inspections and provides a report on completion.
16. The *Contractor* notifies the *Service Manager* immediately if any remedial action is required by the *Contractor's* safety officer/advisor.
17. The *Contractor* shall provide all reasonable assistance and access to the *Client* or their representatives when they undertake health and safety inspections.

##### **High Visibility Clothing**



18. All high visibility garments shall comply with EN ISO 20471 Class 3 and shall be in good clean condition. The minimum requirements for high visibility clothing when working for West Sussex County Council shall be:
- Full length sleeved Jacket, or
  - Full length sleeved waistcoat (full length on dual carriageways with a speed limit of 50 mph or more)
  - High visibility trousers (yellow with both vertical and horizontal reflective strips)
  - High visibility jackets and waistcoats shall be branded as West Sussex Highways. The exact branding (logo and wording) shall be agreed with the *Client*.
19. When entering into any sub-contract for the execution of part of the works, the *Contractor* shall bring the above requirement to the attention of any Subcontractor. The requirement for high visibility clothing above shall also apply to any Subcontractors of any kind employed by the *Contractor*.

#### **Vehicles**

20. All vehicles used as traffic management and all vehicles used to access or egress traffic management shall comply generally with Traffic signs manual Chapter 8 road works and temporary situations (Chapter 8) and the following requirements:
- HGV and LGV Markings
  - 150mm wide chevrons on rear
  - HIGHWAY MAINTENANCE sign (140mm lettering minimum)
  - Inner Door reflectors
  - Roof mounted double flashing beacons visible from front and rear of vehicle
  - Reflective side stripes
  - *Contractor* or Subcontractor Name / Logo
  - West Sussex County Council (WSCC) Name / Logo (to be removed when not working for WSCC)
21. Car and Car Derived Van Markings
- 150mm wide chevrons on rear
  - HIGHWAY MAINTENANCE sign (70mm lettering minimum)
  - Inner Door reflectors
  - Roof mounted double flashing beacon
  - *Contractor* or Subcontractor Name / Logo
  - West Sussex County Council (WSCC) Name / Logo (to be removed when not working for WSCC)
22. Vehicles must comply with statutory and other legal requirements in all respects.
23. Only vehicles displaying an operator's licence shall be used if the vehicle is over 3.5 tonnes GVW or as prescribed by law from time to time.
24. Drivers shall be appropriately qualified and licensed and must comply with the statutory regulations governing driver's hours and record keeping and any other regulations concerning the operation of vehicles.

#### **Drugs and Alcohol Policy**

25. The *Contractor* and all Subcontractors shall have a suitable Drugs and Alcohol Policy in place that they shall comply with in all cases. The *Contractors* Drugs and Alcohol Rules shall include but not be limited to the following:
- Employees must not use controlled substances as classified in the Misuse of Drugs Act 1971 (Amendment Order 2005).
  - Employees must understand and comply with the *Contractors* drug and alcohol tolerances and must not report for duty if they are liable to test positive for drugs and alcohol.
  - Employees must not be in possession of controlled substances in the working environment.
  - Employees must not take controlled substances or consume alcohol whilst on duty, including meal breaks.
  - Employees may not refuse a drug or alcohol test if requested to take one by an individual authorised by the *Contractor*.
  - Employees must not, without reasonable cause, decline or discontinue an agreed and approved course of treatment or rehabilitation.
  - Employees should inform their Line Manager if they are taking prescribed or non-prescribed medication that could affect their ability to work safely.
26. Employees, *Contractors*, consultants or agency staff or any person working in or on related activities (hereafter referred to as 'employees') will be covered by this policy and it is expected that all those covered will comply. All

those covered may be subject to the testing regime prescribed policy.

#### **For Cause Testing**

27. This applies to all employees where their behaviour or actions gives cause to suspect that they are unfit for work due to the effects of drugs or alcohol.

#### **Post Incident Testing**

28. This applies to all employees if involved in an incident or accident that is deemed potentially dangerous, to rule out the possibility that drugs or alcohol has contributed to the cause of the incident.

#### **Unannounced – Random Testing**

29. This applies to employees who undertake, as part of their duties, or assigned to such work, activities that involve build, construction, operations, audit on site, maintenance and those employed to carry out a role as a driver. In such cases, routine unannounced - random testing will be applied in a consistent and non-discriminatory basis.

#### **Breach of the Policy**

30. In all cases a refusal to be tested will be treated as a non-negative - positive test result.

#### **Removal from the Contract**

31. The following will result in an employee being removed from the contract:

- Refusal to submit to a drugs and alcohol test
- Reporting or attempting to report for duty when unfit through drugs or alcohol
- Consumption of alcohol or controlled substances whilst on duty
- Possession of alcohol
- Misuse of legal drugs whilst on duty
- Possession of controlled substances whilst on duty

#### **Weil's Disease**

32. All employees, including Subcontractors, shall be made aware of the risks associated with Weil's Disease and also made aware of the precautions that can be taken to avoid contraction of the disease. All employees shall carry a Weil's Disease card. Further information is available upon request, either from the Employment Medical Advisory Service or at any office of the Health and Safety Executive.

#### **Emergency Contact Person**

33. The *Contractor* shall provide the name and contact details of an Out of Hours Emergency Contact Person. In the event of an emergency, the Emergency Contact Person shall attend on site within two hours of being informed of the nature of the emergency.

### **171AR - Emergency Access and General Access to Property**

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1. Access for firefighting appliances and other emergency services to buildings, shops, woods and the like shall be maintained at all times during the carrying out of the works. In the event of an existing access being closed an alternative access shall be provided to the satisfaction of all interested parties and the Fire Brigade before the existing access is closed.
2. General access to property (by residents and delivery vehicles) shall be maintained as far as is reasonably practicable. The *Contractor* shall identify site specific proposals for approval by the *Client*.

### **172AR - Site Security**

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1. The *Contractor* shall take all reasonable measures to prevent trespass or unauthorised access to the works and theft from or malicious damage to the works. The *Contractor* shall report details of any breach of security measures to the *Client* within one hour.
2. The *Contractor* shall maintain a register of both personnel working on the site and visitors to the site. This register shall be available to the *Client* on request and a copy shall be handed to the *Client* on completion of the works. The *Contractor* shall provide his personnel, including those of Subcontractors, with suitable security identification. Security identification shall be carried at all times while on the site and shall be made available for inspection when so requested.

## **173AR - Advertising**

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1. All rights to display advertising material on the site or on any placards, panels or hoarding erected in connection with the works or the screening thereof, remain vested in West Sussex County Council and a licence to display such materials must be obtained.

## **174AR - Material Reuse, Recycled Materials and Disposal of Waste**

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1. The *Contractor* shall endeavour to reuse as much material arising from the site as is reasonably practicable.
2. The *Contractor* will be expected to minimise waste requiring disposal to landfill and particularly hazardous waste relevant to the services provided.
3. The *Contractor* responsible for construction activities will be expected to minimise waste requiring disposal to landfill and particularly hazardous waste, such as tar-bound materials, which, where possible, will be safely encapsulated and reincorporated into the works.
4. The *Contractor* shall endeavour to maximise the use of recycled and secondary materials used in the execution of the works.
5. The *Contractor* shall maintain detailed records of the use of reused and recycled materials and the disposal of materials arising from the works.
6. The *Contractor* shall maintain site waste management backup records for inspection and audit by the *Client*.

## **177AR - Use of Mains Water**

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1. The *Contractor* shall be responsible for making his own arrangements with the relevant water authority for obtaining mains water for the Works and shall comply with all the local conditions regarding the use of water. He shall provide constant attendance when water is being drawn-off any hydrant. The *Contractor* shall agree with the water authority the location of all hydrants from which mains water may be abstracted for the Works. He shall also agree abstraction methods, receiving apparatus, draw-off rates and times, and any special requirements to avoid contamination of water supplies.

## **179AR – Requirements relating to Public Relations**

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1. It is the requirement of the contract that the following matters shall be observed by the *Contractor* throughout the *Service period*.
  - All road and other signs should be well made, in good condition and should be neatly and safely placed and be at least sufficient in number to give good notice and be fit for its purpose.
  - Roads are to be kept clean at all times using hoses, mechanical brushes, or by hand as required.
  - Traffic diversions and traffic lights are to be organised to suit the public, who are not to be unduly inconvenienced as a result of *Contractor's* requirements.
  - Equipment and plant are to look smart and either be new or freshly painted, all of the same colour, and are to be positioned so as not to inconvenience, or to have a detrimental effect on the public. Materials are to be neatly stacked and no rubbish is to be left on site.
  - Where deployed, safety barriers and fencing are to be neatly erected and maintained and sufficient to provide safety to the public.
  - Any accidents to the public are to be promptly and sympathetically dealt with and reported immediately to the *Service Manager*.
  - *Contractor's* personnel are to deal politely with the public and be as helpful as possible.
  - Access to properties and land is to be maintained and liaison is to take place between the *Contractor* and local public affected to ensure their reasonable requirements be met. All necessary advance notice of proposed work is to be given.
  - *Contractors* are to respond quickly to emergency situations, and have sufficient labour and resources available in order so to do. *Contractors* are to have a good communication system so that they can respond quickly at

any time.

- The *Contractor* is to ensure that appropriate customer service and public relations training or advice is given to his employees who may have contact with the public.
- All of the above applies to the *Contractor's* Subcontractors and supply chain.

## **180AR – Roads to be Kept Clean**

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1. The *Contractor* shall ensure during the execution of works that all areas of Public Highway (including footways and footpaths) and private accesses affected by the works or being used by his vehicles or plant or those of his Subcontractors or material suppliers are kept free of mud, stones, slurry or other deposits which, in the opinion of the *Client*, or as set out in relevant legislation and guidelines, may constitute a hazard or nuisance to users.

## **181AR – Avoidance of Nuisance**

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1. The *Contractor* shall take all necessary steps to avoid creating a nuisance from dust debris litter and the like blowing from the site. All cutting equipment shall use a water feed system to control the production of dust.
2. The *Contractor* shall take all necessary steps to ensure that all drains, sewers, gullies, outfall, grips, ditches, watercourses and the like shall be kept free of mud, silt, debris, concrete, bituminous materials and other deposits or pollution arising directly or indirectly from the works.

## **182AR – New Roads and Street Works Act 1991: Permits and Licences**

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1. The *Contractor* shall comply with the *Clients* requirements for permits and licences. Details of The West Sussex Streetworks Permit Scheme are provided [click here](#).
2. The *Client* will work collaboratively with the *Contractor* to ensure understanding and compliance with the West Sussex Streetworks Permit Scheme.
3. The *Contractor* shall programme his works to comply with the restrictions applying to traffic sensitive streets ([Data Room](#)) as designed under the Act and notified to him by the *Client*, and shall provide all necessary information requested by the *Client* to prepare Street Works Notices and the Street Works Register.
4. The road space shall be pre booked prior to the works in accordance with The West Sussex Streetworks Permit Scheme.
5. The *Contractor* obtains permits and licences in compliance with the statutory, regulatory and legal obligations in accordance with but not limited to:
  - The Traffic Management Act 2004 ('TMA');
  - The New Roads and Street Works Act 1991 section 74 ('NRSWA');
  - the Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters third edition (revised 2009);
  - Codes of Practice for Safety at Street Works and Road Works and;
  - Chapter 8 of the Traffic Signs Manual
  - Highways Act 1980
6. The objective of TMA as far as street works and works for highway purposes is concerned is for planning and executing all services to effectively manage, co-ordinate and enforce all activities and minimise disruption to the Area Network.
7. The *Contractor* issues notices of works and obtains permits to work. The *Contractor* is also responsible for road safety at highway works, and the execution and completion of works, all in accordance with the TMA and NRSWA.
8. Penalties mirroring Section 74 over stay charges shall be incurred by the *Contractor* and shall be applied in accordance with the tables below;

Charges in relation to works occupying the carriageway during period of overrun			
Item	Description of street	Amount (£) (each of first three days)	Amount (£) (each subsequent day)
1.	Traffic-sensitive or protected street not in road categories 2, 3 or 4.	5,000	10,000
2.	Other street not in road categories 2, 3 or 4.	2,500	2,500
3.	Traffic-sensitive or protected street in road category 2.	3,000	8,000
4.	Other street in road category 2.	2,000	2,000
5.	Traffic-sensitive or protected street in road categories 3 or 4.	750	750
6.	Other street in road categories 3 or 4.	250	250

Charges in relation to works outside the carriageway during period of overrun		
Item	Description of street	Amount (£)
1.	Street not in road categories 2, 3 or 4.	2,500
2.	Street in road category 2.	2,000
3.	Street in road categories 3 or 4	250

9. The *Contractor* maintains a register of all claims or incidents on the Area Network that arise in connection with Providing the Service and shall report such to the *Service Manager* within 7 days.
10. Claims or incidents on the Area Network, including events rechargeable to third parties, are provided in accordance with the Specification or Task Order.

## 183AR – Customer Service

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### General

1. The *Contractor* will deal with customer enquiries passed to it by the *Client*.
2. The *Client* may require the assistance of the *Contractor* in responding to customer contact.

### Website & Social Media

3. The *Contractor* will provide information upon request to the *Client's* communications team for all planned works activities to keep the website and social media channels up to date with latest information and key messages to the public; this will include programmes of works and any emergency closures.

### Media

4. All media enquiries are to be dealt with through the *Client's* communications team. The *Contractor* will provide information and staff to provide comments and agree press statements. All press enquires to be approved by the *Client* before published or agreed with the *Client* for out of hours enquiries.

**371AR – Temporary Fencing**

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1.      Temporary fencing shall be for the purpose of site security and/or safety.
2.      Temporary fencing for traffic management purposes shall be deployed in accordance with Chapter 8 of the Traffic Signs Manual.

**Substitute Clauses, Tables and Figures**

**Series 100      PRELIMINARIES**

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**Appendix 0/2 - Contract Specific Minor Alterations to Existing Clauses, Tables and Figures Included in the Contract**

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VOLUME 1 SPECIFICATION

Clause No. (etc.)	Alterations to be made
None	

VOLUME 2 NOTES FOR GUIDANCE ON THE SPECIFICATION FOR HIGHWAY WORKS

Clause No. (etc.)	Alterations to be made
None	

### Appendix 0/3 - List of Numbered Appendices Referred to in the Specification and Included in the Contract

Appendix 0/3 is comprised of two lists, A and B, of Numbered Appendices as follows:

List 'A' is a complete list of the Numbered Appendices referred to in the Specification for Highway Works with those not adopted marked 'Not Used'. Those identified by the letters T or C shall be completed by the Tenderer and Compiler respectively.

List 'B' is a complete list of the Contract-specific Numbered Appendices devised for the Contract.

#### List 'A': List of Numbered Appendices Referred to in the Specification for Highway Works and included in this contract

Page No.	Completed By	Appx No.	Title
			<b>INTRODUCTION</b>
	C	0/1	Contract-Specific Additional, Substitute and Cancelled Clauses, Tables and Figures Included in the Contract
	C	0/2	Contract-Specific Minor Alterations to Existing Clauses, Tables and Figures Included in the Contract
	C	0/3	List of Numbered Appendices Referred to in the Specification and Included in the Contract
	C	0/4	List of Drawings included in the Contract
	Not used	0/5	Special National Alterations of the Overseeing Organisations of Scotland/Wales/Northern Ireland
			<b>PRELIMINARIES</b>
	Not used	1/1	Temporary Accommodation and Equipment for Overseeing Organisation
	Not used	1/2	Vehicles for the Overseeing Organisation
	Not used	1/3	Radio Communication System for the Overseeing Organisation
	Not used	1/4	Working and Fabrication Drawings
	Not used	1/5	Testing to be Carried Out by the <i>Contractor</i>
	Not used	1/6	Supply and Delivery of Samples to the Overseeing Organisation
	C	1/7	Site Extent and Limitations of Use
	Not used	1/8	Operatives for the Overseeing Organisation
	C	1/9	Control of Noise and Vibration
	Not used	1/10	Permanent Works to be Designed by the <i>Contractor</i>
	Not used	1/11	Temporary Works Design
	C	1/12	Setting Out and Existing Ground Levels
	C	1/13	Programme of Works
	C	1/14	Payment Applications
	Not used	1/15	Accommodation Works
	C	1/16	Private and Public Owned Services and Supplies
	C	1/17	Traffic Safety and Management
	C	1/18	Temporary Diversions for Traffic
	Not used	1/19	Routeing of Vehicles
	Not used	1/20	Recovery Vehicles and Operation for Breakdowns
	C	1/21	Information Boards
	Not used	1/22	Progress Photographs
	C	1/23	Risks to Health and Safety
	Not used	1/24	Quality Management System
	Not used	1/25	Temporary Closed Circuit Television (CCTV) System for the Monitoring of Traffic
	Not used	1/27	Temporary Automatic Speed Camera System for the Enforcement of Mandatory Speed Limits at Road Works (TASCAR)
	C	1/70	Site Safety
	Not used	1/71	Regulating Protocol
			<b>SITE CLEARANCE</b>
	Not used	2/1	List of Buildings, etc. to be Demolished or Partially Demolished
	Not used	2/2	Filling of Trenches and Pipes
	C	2/3	Retention of Material Arising from Site Clearance



Page No.	Completed By	Appx No.	Title
	Not used	2/4	Explosives and Blasting
	C	2/5	Hazardous Materials – transfer from 2/1
			<b>FENCING AND ENVIRONMENTAL BARRIERS</b>
	Not used	3/1	Fencing Gates and Styles
			<b>SAFETY FENCES, SAFETY BARRIERS AND PEDESTRIAN GUARDRAILS</b>
	Not used	4/1	Road Restraint Systems (Vehicle and “pedestrian
	Not used	4/2	Information Required to Demonstrate Compliance of Road Restraint Systems to BS EN 1317-1, BS EN 1317-2, BS EN 1317-3 and DD ENV 1317-4: 2002
			<b>DRAINAGE AND SERVICE DUCTS</b>
	Not used	5/1	Drainage requirements
	Not used	5/2	Service Duct Requirements
	Not used	5/3	Surface Water Channels and Drainage Channel Blocks
	Not used	5/4	Fin Drains and Narrow Filter Drains
	Not used	5/5	Combined Drainage and Kerb Systems
	Not used	5/6	Linear Drainage Channel Systems
	Not used	5/7	Thermoplastics Structural Wall Pipes and Fittings
			<b>EARTHWORKS</b>
	Not used	6/1	Requirements for Acceptability and Testing etc. of Earthworks Materials
	C	6/2	Requirements for Dealing with Class U1b and Class U2 Unacceptable Materials
	Not used	6/3	Requirements for Excavation, Deposition, Compaction (other than Dynamic Compaction)
	Not used	6/4	Requirements for Class 3 Material
	Not used	6/5	Geotextiles Used to Separate Earthworks Materials
	Not used	6/6	Fill to Structures and Fill Above Structural Foundations
	Not used	6/7	Sub-formation and Capping and Preparation and Surface Treatment of Formation
	Not used	6/8	Topsoiling, Grass Seeding and Turfing
	Not used	6/9	Earthwork Environmental Bunds, Landscape Areas, Strengthened Embankments
	Not used	6/10	Ground Anchorage Crib Walling and Gabions
	Not used	6/11	Swallow Holes and Other Naturally Occurring Cavities and Disused Mine Workings
	Not used	6/12	Instrumentation and Monitoring
	Not used	6/13	Ground Improvement
	Not used	6/14	Limiting Values for Pollution of Controlled Waters (11/06)
	Not used	6/15	Limiting Values for Harm to Human Health and the Environment (11/04)
			<b>ROAD PAVEMENTS – GENERAL</b>
	Not used	7/1	Permitted Pavement options (Schedules 1, 2, 3, 4 and 5)
	Not used	7/2	Excavation, Trimming and Reinstatement of Existing Surfaces including Adjusting the Levels of Ironwork
	Not used	7/3	Surface Dressing – Performance Specification (Sheets 1, 2 and 3)
	Not used	7/4	Bond Coats, Tack Coats and other Bituminous Sprays
	Not used	7/5	In Situ Recycling – The Remix and Repave Process
	Not used	7/6	Breaking up or perforation of Existing Surfaces
	Not used	7/7	Slurry Surfacing Incorporating Microsurfacing (Sheets 1, 2 and 3)
	Not used	7/8	Not Used
	Not used	7/9	Cold Milling (Planing) of Bituminous Bound Flexible Pavement
	Not used	7/10	Not used
	Not used	7/11	Overband and Inlaid Crack Sealing Systems
	Not used	7/12	Arrester Beds
	Not used	7/13	Saw-Cut Crack and Seal Bituminous Overlays on Existing Jointed Concrete Pavements
	Not used	7/14	Preparation of Jointed Concrete Pavements Prior to Overlaying and Saw-Cut and Seal of the Bituminous Overlay
	Not used	7/15	Saw-Cut, Crack and Seat Existing Jointed Reinforced Concrete Pavements
	Not used	7/16	Cracking and Seating of Existing Jointed Unreinforced Concrete Pavements and CBM Bases
	Not used	7/17	Cracking Plant and Equipment Progress Record
	Not used	7/18	Site Specific Details and Requirements for Cold Recycled Bitumen Bound Material
	Not used	7/19	Site Specific Details and Requirements for Recycled Cement Bound Material
	Not used	7/20	Not Used
	Not used	7/21	Surface Dressing - Recipe Specification (Sheets 1, 2 and Binder Data Sheet)

Page No.	Completed By	Appx No.	Title
	Not used	7/22	Repairs to Potholes
			<b>ROAD PAVEMENTS – CONCRETE AND CEMENT BOUND MATERIALS</b>
	Not used	10/1	Plant and Equipment for the Construction of Exposed Aggregate Concrete Surface
			<b>KERBS, FOOTWAYS AND PAVED AREAS</b>
	Not used	11/1	Kerbs, Footways and Paved Areas
	Not used	11/2	Access Steps
			<b>TRAFFIC SIGNS</b>
	Not used	12/1	Traffic Signs: General
	Not used	12/2	Traffic Signs: Marker Posts
	Not used	12/3	Traffic Signs: Road Markings and Studs
	Not used	12/4	Traffic Signs: Cones, Cylinders, FTDs and Other Traffic Delineators
	Not used	12/5	Traffic Signs: Traffic Signals
	Not used	12/6	Traffic Signs: Special Sign Requirements on Gantries
			<b>ROAD LIGHTING, COLUMNS AND BRACKETS</b>
	Not used	13/1	Information to be Provided When Specifying Lighting Columns and Brackets
	Not used	13/2	(Specification for Highway Works) Typical Lighting Column and Bracket Data Sheets 1 and 2
	Not used	13/3	Instructions for Completion of Lighting Column and Bracket Data Sheets
	Not used	13/4	Information to be Provided When Specifying CCTV Masts
	Not used	13/5	(Specification for Highway Works) Typical CCTV Mast Data Sheet
	Not used	13/6	Instructions for Completion of CCTV Mast Sheets
	Not used	13/7	Information to be Provided When Specifying Cantilever Masts
	Not used	13/8	(Specification for Highway Works) Typical Cantilever Masts Data Sheets 1 and 2
	Not used	13/9	Instructions for Completion of Cantilever Masts Data Sheets
			<b>ELECTRICAL WORK FOR ROAD LIGHTING AND TRAFFIC SIGNS</b>
	Not used	14/1	Site Records
	Not used	14/2	Location of Lighting Units and Feeder Pillars
	Not used	14/3	Temporary Lighting
	Not used	14/4	Electrical Equipment for Road Lighting
	Not used	14/5	Electrical Equipment for Traffic Signs
			<b>MOTORWAY COMMUNICATIONS</b>
	Not used	15/1	Motorway Communications
	Not used	15/2	Cable Duct Requirements
			<b>PILING AND EMBEDDED RETAINING WALLS</b>
	Not used	16/1	General Requirements for Piling and Embedded Retaining Walls
	Not used	16/2	Precast Reinforced and Prestressed Concrete Piles and Precast Reinforced Concrete Segmental Piles
	Not used	16/3	Bored Cast-in Place Piles
	Not used	16/4	Bored Piles Constructed using Continuous Flight Augers and Concrete or Grout Injection through Hollow Auger Stems
	Not used	16/5	Driven Cast-in-Place Piles
	Not used	16/6	Steel Bearing Piles
	Not used	16/7	Reduction of Friction on Piles
	Not used	16/8	Non-Destructive Methods for Testing Piles
	Not used	16/9	Static Load Testing of Piles
	Not used	16/10	Diaphragm Walls
	Not used	16/11	Hard/Hard Secant Pile Walls
	Not used	16/12	Hard/Soft Secant Pile Walls
	Not used	16/13	Contiguous Bored Pile Walls
	Not used	16/14	King Post Walls
	Not used	16/15	Steel Sheet Piles
	Not used	16/16	Integrity Testing of Wall Elements
	Not used	16/17	Instrumentation for Piles and Embedded Walls
	Not used	16/18	Support Fluid
			<b>STRUCTURAL CONCRETE</b>
	Not used	17/1	Schedule for the Specification of Designed Concrete
	Not used	17/2	Not Used

Page No.	Completed By	Appx No.	Title
	Not used	17/3	Concrete - Surface Finishes
	Not used	17/4	Concrete - General
	Not used	17/5	Buried Concrete
	Not used	17/6	Grouting and Duct Systems for Post-tensioned Tendons
	Not Used	17/7	Precast Concrete Products
			<b>STRUCTURAL STEELWORK</b>
	Not Used	18/1	Requirements for Structural Steelwork
			<b>PROTECTION OF STEELWORK AGAINST CORROSION</b>
	Not Used	19/1	(Specification for Highway Works) Form HA/P1 (New Works) Paint System Sheet
	Not used	19/2	Requirements for Other Work
	Not used	19/3	(Specification for Highway Works) Form HA/P2 Paint Data Sheet
	Not used	19/4	(Specification for Highway Works) Form HA/P3 Paint Sample Despatch List: Sheets 1 and 2
	Not used	19/5	General Requirements
			<b>WATERPROOFING FOR STRUCTURES</b>
	Not used	20/1	Waterproofing for Concrete Structures
			<b>BRIDGE BEARINGS</b>
	Not used	21/1	Bridge Bearing Schedule
	Not used	21/2	Not used
			<b>PARAPETS</b>
	Not used	22/1	
			<b>BRIDGE EXPANSION JOINTS AND SEALING OF GAPS</b>
	Not used	23/1	Bridge Deck Expansion Joints Schedule
	Not used	23/2	Sealing of Gaps Schedule (Other than in Bridge Deck Expansion Joints)
			<b>BRICKWORK, BLOCKWORK AND STONWORK</b>
	Not used	24/1	Brickwork, Blockwork and Stonework
			<b>SPECIAL STRUCTURES</b>
	Not used	25/1	Requirements for Corrugated Steel Buried Structures
	Not used	25/2	Requirements for Reinforced Soil and Anchored Earth Structures
	Not used	25/3	Requirements for Pocket - Type and Grouted - Cavity Reinforced Brickwork Retaining Wall Structures
	Not used	25/4	Environmental Barriers
	Not used	25/5	Requirements for Buried Rigid Pipes for Drainage Structures
			<b>MISCELLANEOUS</b>
	Not used	26/1	Ancillary Concrete
	Not used	26/2	Bedding Mortar
	Not used	26/3	Cored Thermoplastic Node Markers
			<b>LANDSCAPE AND ECOLOGY</b>
	Not used	30/1	General, sheets 1, 2 and 3
	Not used	30/2	Weed Control
	Not used	30/3	Control of Rabbits and Deer
	Not used	30/4	Ground Preparation
	Not used	30/5	Grass Seeding, Wildflower Seeding and Turfing
	Not used	30/6	Planting, sheets 1 and 2
	Not used	30/7	Grass, Bulbs and Wildflower Maintenance
	Not used	30/8	Watering
	Not used	30/9	Establishment Maintenance for Planting
	Not used	30/10	Maintenance of Established Trees and Shrubs
	Not used	30/11	Management of Waterbodies
	Not used	30/12	Special Ecological Measures
			<b>MAINTENANCE PAINTING OF STEELWORK</b>
	Not used	50/1	(Specification for Highway Works) Form HA/P1
	Not used	50/2	(Maintenance) Paint System Sheet
	Not used	50/3	Requirements for Other Work
	Not used	50/4	(Specification for Highway Works) Form HA/P2 Paint Data Sheet
	Not used	50/5	(Specification for Highway Works) Form HA/P3 Paint Sample Despatch List: Sheets 1 and 2 General Requirements

**List 'B': Contract-specific Numbered Appendices devised for the Contract**

Page No.	Completed By	Appx No.	Title
	Not used	70/1	Requirements for Maintaining Moving Bridges
	C	70/2	Requirements for the supply, installation, service and repair of pump systems

## Appendix 0/4 – List of Drawings Included in the Contract

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1. Bridge specific drawings are contained within the Health & Safety files for individual structures
2. The drawings can be referred to in the Data Room.

## Appendix 1/7 – Site Extent and Limitations of Use

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1. The extent of the site and works shall be detailed in the site specific scope and shown on a plan or marked up on site.
2. On occasions where works extend to the County boundary there will/may be requirements to extend traffic management and/or diversion routes into neighbouring Counties. This will also apply to Highways England Networks. Permissions for extending into neighbouring counties and Highways England networks will be obtained by the *Client*.
3. The location of welfare, mess facilities, storage of plant and materials shall be agreed with the *Client*.
4. The *Contractor* shall confine his work and the operation of plant to within the limits of the site. Where operations are considered to be necessary outside of the site extents (e.g. for the storage of plant and materials, etc.), the *Contractor* must obtain permission from the *Client*.
5. The *Contractor* shall not enter or allow any of his workmen to enter upon private land without obtaining the prior consent of the owner and the approval of the *Client*.
6. If a licence for the temporary use of land as a working area has been obtained, the *Contractor* may have use of it but such use shall be subject to the consent of the *Client*.
7. In occupying the working area, the *Contractor* shall:
  - a) Confine the use of land to purposes approved by the *Client*;
  - b) Provide and maintain all fencing of the land when or where necessary for the safety, security and convenience of the owner, the public or others and to keep out stock;
  - c) Not deposit rubbish or cause nuisance or permit nuisance to be caused and, except as required or permitted under the Contract, or with the prior approval of the *Client*, deposit or remove earth on or from the land;
  - d) Not light fires or burn on site
  - e) Upon completion of the works, or before then if so instructed by the *Client*:
    - i) remove all temporary works, surplus materials and the like;
    - ii) grade or shape the area to its original contours;
    - iii) restore the area to a condition similar to that existing at the commencement of the works and to the satisfaction of the *Client*;
    - iv) bear the full costs (including any incidental costs) in respect of the above requirements.
8. The *Contractor* shall provide and maintain access for emergency vehicles in accordance with Clause 171AR. In accordance with Clause 171AR, reasonable access shall also be maintained to adjoining land, businesses and residential property. The *Contractor* shall provide at his own cost appropriate resources to ensure that safe access is maintained at all times.
9. The *Contractor* shall maintain the Site in a clean and tidy state. All materials and plant for the works shall be stored neatly. On completion of the works the *Contractor* shall remove all surplus materials and leave the Site in a clean and tidy condition.
10. The *Contractor* shall ensure that temporary facilities, parked vehicles and plant, stockpiled material and the like are not situated within the site areas as to adversely affect users of the Public Highway.
11. The *Contractor* shall not use any existing highway as a standing area for plant, vehicles, offices, sheds or for the storage of materials etc. without the prior approval of the *Client*.
12. The *Contractor* shall not obstruct any lane, road junction vehicular or pedestrian access which has not been closed to traffic.
13. The *Contractor* shall ensure that no steps, ladders or other plant are left unattended or accessible so as to permit unauthorised access. When no works are taking place, the site, all plant, equipment and materials shall be made secure.
14. Throughout the execution of the works the *Contractor* shall keep all carriageway and footway surfaces, within Public

Highways which are in the *Contractor's* use, free from mud or any other deposit which the *Client* determines to be a potential hazard or nuisance. The *Contractor* shall provide and use suitable equipment including mechanical road sweepers solely for the purpose of highway cleansing throughout the duration of the works. The *Contractor* shall take all necessary steps to avoid creating a nuisance or a hazard due to dust.

15. All drains, sewers, outfalls, grips, ditches and watercourses shall be kept clear of any spoil, debris, other deposits or pollution arising directly or indirectly from the works. On completion of the works, all gullies and drainage inlets within the extents of the site shall be cleansed.
16. The *Contractor* shall take all precautionary measures to ensure that any trees or tree roots encountered during the works remain generally undisturbed and undamaged. No branches or roots shall be cut or trimmed by the *Contractor* without the approval of the *Client*.
17. The *Contractor* shall take all necessary precautions to avoid damaging the banks, walls and hedges of narrow lanes. The cost of repairing damage caused to banks and walls by the *Contractor's* plant and vehicles shall be the responsibility of the *Contractor*.

## Appendix 1/9 – Control of Noise and Vibration

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### General

1. The *Contractor* shall employ the best practical means to minimise noise and vibration produced by his operations and shall have regard to the recommendations in BS5228-1: 2009 Code of practice for noise and vibration control on construction and open sites – Noise and BS5228-2: 2009. Code of practice for noise and vibration control on construction and open sites - Vibration.
2. The *Contractor* shall ensure that appropriate control measures are in place to protect the health and safety of all persons on site from the effects of noise and vibration, including Hand Arm Vibration Syndrome (HAVS).

### Noise

3. Without prejudice to the *Contractor's* obligations under the preceding paragraph the *Contractor* shall comply in particular with the following requirements:
  - (a) All vehicles and mechanical equipment shall be maintained in good and efficient working order and shall be fitted with effective exhaust silencers.
  - (b) All compressors shall be "sound reduced" models fitted with properly lined and sealed acoustic covers which shall be kept closed whenever the machines are in use and all ancillary pneumatic percussive tools shall be fitted with mufflers or silencers of the type recommended by the manufacturers.
  - (c) Machines in intermittent use shall be shut down in the intervening periods between work or throttled down to a minimum.
  - (d) Where practicable, plant with directional noise characteristics shall be positioned to minimise noise at adjacent properties.
  - (e) Static machines shall be sited as far away as practicable from inhabited buildings.
  - (f) Where it is necessary to provide power for the running of traffic signals, pumps etc., at any time during the period 1900 to 0700 hours Monday to Saturday inclusive and all day on Sunday, then the sources of such power shall be from mains electricity unless the prior approval of the *Client* is obtained for the use of alternative plant, after consultation with the Local Authorities.
  - (g) Good relations with people living and working in the vicinity of the works are important. People who are likely to be affected by the noise shall be informed, by letter drop or other appropriate means. Notification of the public shall take place at least two weeks prior to the commencement of Site works. The *Contractor* shall submit draft notifications to the *Client* four weeks prior to the proposed delivery date.
4. Between the hours 0700 to 1900 hours Monday to Saturday inclusive, excluding Public Holidays, the equivalent continuous sound level (Leq) shall not exceed the following or other levels imposed by the Local Authorities responsible for environmental matters on the Site, measured 1 metre outside the facades of any adjacent occupied buildings:
  - (a) 70dB(A) 12 hour value of Leq;
  - (b) 73dB(A) 6 hour value of Leq (provided the six hours fall within the period 0800-1800);
  - (c) 76dB(A) 3 hour value of Leq (provided the three hours fall within the period 0900-1600);
  - (d) 20dB(A) 1 hour Leq above background;

- (e) 85dB(A) at any instant (slow response).
- 5. The limit of 12 hour value of Leq shall always be met so that when the higher levels occur the levels permitted throughout the remainder of the normal working hours will become progressively lower than the overall limit imposed.
- 6. Between the hours 1900 to 0700 hours Monday to Saturday inclusive and all day on Sundays, the sound level shall not exceed the following, measured 1 metre outside the facades of any adjacent occupied buildings:
  - (a) 55dB(A) Leq (12 hour);
  - (b) 10dB(A) Leq (1 hour) above background;
  - (c) 65dB(A) Peak (slow response).
- 7. The *Contractor* shall provide the *Client* with as much advance warning as possible of any emergency work that it is necessary to conduct outside of the above permitted working hours.
- 8. The *Contractor* shall furnish such information as may be required by the Local Authorities in relation to noise levels emitted by plant or equipment used or installed on the Site or which the *Contractor* intends to use or install on the Site and also afford all reasonable facilities to enable such Authorities to carry out such site noise-monitoring as may be necessary.
- 9. The *Client* shall have the right to order the *Contractor* to cease using any item of plant insufficiently silenced or generating noise levels in excess of those specified.
- 10. Compliance with these conditions and the other requirements of the Contract will not of itself constitute any ground of defence against any proceedings instituted under Section 59 of the Control of Pollution Act 1974 (whereby any occupier of premises may complain to a Magistrate's Court of a noise nuisance).

#### **Vibration Control**

- 11. The *Contractor* shall comply with BS6472: 2008 Evaluations of Human Exposure to Vibration in Buildings. Any vibration monitoring carried out shall also be in compliance with BS6472: 2008.

#### **Dust Control**

- 12. The *Contractor* shall ensure that adequate provision is made to prevent the creation of dust and that all operatives are trained on the requirements for dust prevention.
- 13. Disk cutters, floor saws, etc. must be fitted with fully working pressurised water dust suppression and all operatives in the vicinity of cutting operations must wear appropriate dust masks to suit the material being cut. Anyone found not to be complying with this requirement shall be removed from site.
- 14. Other areas where activities are likely to create dust shall be damped down. Measures shall include the spraying by pressure hoses to suppress dust and also the provision of bowsers where appropriate.
- 15. Where reasonably practicable, cutting operations shall be sited and screened where to minimise dust emission to adjoining areas.
- 16. All stockpiles shall be covered to prevent wind generated dust.
- 17. The *Contractor* shall ensure that off-site observation and monitoring of dust takes place to confirm that steps are successful in minimising dust release from site.
- 18. The *Contractor* shall take all measures necessary to prevent spillage onto roads adjoining the Site and in wet weather shall prevent mud from the site being carried onto the highway.

## Appendix 1/12 – Setting Out

### General

1. The Contactor shall be responsible for all setting out.
2. Any additional work, or conflict with the site specific scope or Task Order, shall be notified to the *Client* without delay.
3. All setting out shall be agreed with the *Client* prior to any construction works commencing.

### Levels

4. The *Contractor* shall ensure that carriageway levels and crossfalls are maintained to ensure effective drainage of the highway and to prevent surface water from entering any private property.
5. New surfacing shall be re-graded to tie into the existing. Unless otherwise stated in the Task Order, the longitudinal grade of tie-ins shall be 1 in 500 and such that drainage is maintained.
6. Unless otherwise agreed with the *Client*, carriageway surfacing laid adjacent to accesses provided with dropped kerbs or granite setts, etc., shall be laid according to WSCC Standard Detail (WSCC-SD1-1100-011)

## Appendix 1/13 - Programme of Works

### General

1. Where required by the *Client*, the *Contractor* shall produce and submit a programme for each package of work in a suitable format (e.g. Microsoft Project, Microsoft Excel, or other as approved by the *Client*) for acceptance by the *Client*. The programme shall include details of the activities and resources required to complete the works. The following activities shall be included as a minimum:
  - Mobilisation
  - Site Start Date
  - Installation of traffic Management (where appropriate)
  - Site Establishment
  - Setting Out
  - Individual Tasks
  - Site Completion Date
  - Submission of As-built Records
2. The *Contractor* shall also produce a monthly overall programme summarising the progress of all works packages.

### Constraints

3. Site specific constraints shall be stated in the site specific Task Order.
4. The *Contractor* shall where practicable undertake works during the permitted working hours which are Monday to Friday (excluding Public Holidays), 07.00 to 19.00, known as 'Normal Working hours', except for winter maintenance and emergency response.
5. The *Client* may instruct particular works to be undertaken outside of the normal working hours, such as at night or on a Sunday. Working times may also be restricted to less than a full working day, for example from 09.30 to 15.30. The objective of the *Client* will be to minimise disruption and disturbance to traffic flows, businesses and residents. The various normal and restricted working hours are as follows:

Normal working hours	Monday to Friday 07.00 to 19.00
Restricted working hours	Monday to Friday 09.30 to 15.30
	Monday to Friday 19.00 to 07.00
	Saturday 07.00 to 19.00
	Saturday 19.00 to Sunday 07.00
	Sunday 07.00 to 19.00



Sunday 19.00 to Monday 07.00	
Bank Holiday working	Stated public bank holidays

6. Where the *Contractor* wishes to work on a site outside the permitted working hours for operational convenience (e.g. night working, weekend working, works starting before 07.00, etc.) prior approval must be obtained from the *Client*
7. The *Contractor* will be responsible for co-ordinating works with the *Client* such that they comply with the noticing requirements of the Traffic Management Act and lead-in periods for any road closures required.
8. The *Contractor* will be responsible for co-ordinating with any Statutory Undertaker or other Service Providers required to undertake works in connection with the *Contractor's* works (e.g. isolation of supply, service diversions, new connections, traffic signal works, etc.).

## Appendix 1/14 - Payment Applications

### Monthly Statements & Invoices

1. The *Contractor* shall submit monthly statements and invoices to the *Client* in accordance with the Conditions of Contract.

### Spend Profile

2. The *Contractor* shall submit monthly a Spend Profile summarising predicted monthly spend for each activity in the overall programme of known works. The *Contractor* shall update the spend profile with each Monthly Statement such that the *Client* can reasonably accurately forecast spend for the following two months.

## Appendix 1/16 - Private and Public Owned Services and Supplies

### Works in the Vicinity of Services

1. The *Contractor* shall make arrangements with the Service Providers or utility companies, for the co-ordination of his work with all work which needs to be done by them or their *Contractors* concurrently with the Works.
2. Details of Service Providers and others with services and supplies in the vicinity or affected by the Works - and details of any preliminary arrangements made for the alteration or protection of services and supplies shall be included in the Task Order. Original preliminary enquiry location plans received from Service Providers will be made available to the *Contractor*.
3. The *Contractor* shall note that service connections and private services to individual properties will not generally be listed or shown on the Drawings provided by Service Providers. Where such services exist, the *Contractor* shall agree the safe system of work with the appropriate Service Provider.
4. Disconnected apparatus shall be removed by the *Contractor* only with the prior consent of the Service Provider.

### Underground and Overhead services

5. Works undertaken in the vicinity of overhead power line shall be carried out in accordance with HSE Guidance Note GS6 Avoidance of Danger from Overhead Electrical Power Lines. Although approximate distances between road level and the overhead line will be provided, the *Contractor* shall be responsible for determining the appropriate safety clearance for the type / voltage of cable and plant and equipment to be used.
6. Works undertaken in the vicinity of underground services shall be carried out in accordance with HSE Guidance Note HSG47 Avoiding Danger from Underground Services.
7. A Permit to Work shall be implemented when excavating or planing deeper than 100mm in the carriageway or in soft ground, or deeper than 75mm in the footway. A Permit to Work shall also be implemented if working near or under overhead cables.
8. The *Client* and where identifiable, the relevant Service Provider shall be informed of any unexpected or shallow services. Details of unexpected or shallow services shall be included on the as-built drawings.

## Appendix 1/17 – Traffic Safety and Management

### General Responsibilities

1. All Traffic Management proposals, including drawings, risk assessments, method statements and emergency procedures, shall be approved by the *Client*.
2. The *Contractor* shall appoint a dedicated trained and competent Traffic Safety and Control Officer (TSCO) to manage the implementation and operation of all traffic management activities. The proposed TSCO will be approved by the *Client* prior to appointment. The TSCO (or deputy) shall be contactable by telephone 24 hours a day whilst traffic management is in operation.
3. All personnel undertaking Traffic Management activities shall hold current Sector Scheme accreditation for the road category and traffic management being installed, maintained and removed.
4. Where required by the *Client*, the *Contractor* shall make a representative available to attend liaison and co-ordination meetings with the emergency services and other stakeholders.
5. The installation, maintenance and removal of all traffic management shall remain the responsibility of the *Contractor* for the duration of the Works Package.
6. Unless otherwise agreed, the *Contractor* shall submit Traffic Management proposals for approval at least 7 days prior to the proposed date of installation.
7. No works shall commence within the closed traffic lanes until the TSCO in liaison with the *Client* has approved the Traffic Management installation.
8. The *Contractor* shall ensure that the cones, signs, barriers, lamps, temporary studs and markings (including any diversionary route signs), are inspected at least twice per day, including times when no construction work is in progress.
9. The Traffic Management System shall be maintained in accordance with the requirements of Chapter 8 of the Traffic Signs Manual. At least two personnel at any one time shall be responsible for carrying out Traffic Management activities, including inspections and maintenance.
10. The *Contractor* shall complete a daily maintenance log certifying that all required traffic management is in place (signs and cones, etc.) and that it has been inspected at least twice per day. The sheet shall identify the time of each inspection and any corrective action taken. The *Contractor* shall provide such information to the *Client* each week. The information may be used in the event of any Police prosecution.
11. The *Contractor* shall provide 'Toolbox Talks' to ensure that all employees, including Subcontractors are fully inducted on the requirements for working on or near the highway. A record of all inductions shall be kept on site and made available to the *Client*. No person shall be permitted to enter the works area prior to induction.
12. No area of carriageway shall be opened to traffic until it has been cleared of all personnel, plant, items of equipment and materials, has been suction swept, and has been approved by the *Client*.
13. Only vehicles essential for carrying out the works shall be permitted within any works area. All vehicles shall comply with Clause 170AR.
14. The *Contractor* shall take all measures necessary to prevent mud and debris being deposited on the highway, and shall ensure all carriageways are swept by mechanical suction sweeper immediately prior to any lane being reopened to traffic, and immediately prior to the entire traffic management system being removed.
15. The *Contractor* shall take all necessary steps to avoid creating a dust nuisance. The *Contractor* shall ensure that all vehicles making deliveries to the site shall be enclosed or sheeted to prevent dust or other deleterious matter being deposited on the highway or blown from the vehicles. On leaving the site any vehicles from which dust could still arise shall also be sheeted. The *Contractor* is to include similar provisions in any contract with Subcontractors or suppliers. Particular attention shall be paid to ensuring that dust or debris arising from planing operations shall not cause nuisance or hazard to the public.

### Temporary Signage, Portable Variable Message Signs and Road Markings

16. All temporary signs and road markings shall comply with Chapter 8. All signs and cones shall be identified with the name and 24 hour telephone number of the *Contractor* or their Traffic Management Subcontractor.
17. No signs or sign frames shall be erected in the verge or central reserve of any carriageway until the time they are required. No empty sign frames shall be erected. All sign frames shall be founded on level ground, sand bagged down and where possible, tied in position. Sign frames shall not be "heeled in". When not in use all signs and sign frames shall

be laid flat, weighted down with sand bags. Frame legs shall be pointed away from the direction of traffic.

18. Verges shall be levelled and cleared of vegetation to accommodate all temporary signs in an upright position and to achieve satisfactory visibility. The *Contractor* shall maintain the vegetation accordingly for the duration of the temporary sign installations.
19. Where signs are within a lit area they shall be lit by battery powered lighting units. All such self-contained lighting units shall be protected to the approval of the TSCO and the *Client*.
20. The *Contractor* shall cover (in a manner approved by the *Client*) and finally uncover any existing signs which become inaccurate or misleading as a result of the introduction of any traffic management system. The material used to cover the signs shall be opaque. Hessian shall not be used for this purpose.
21. On completion of the works, all temporary signing shall be removed from the site. Any fine or penalty under the Traffic Management Act for any sign not removed on completion of the works shall be the full liability of the *Contractor*.
22. Temporary road markings shall comply with the requirements of Appendix 12/1.
23. Conflicting road markings shall be removed by scabbling unless otherwise prior approved by the *Client*.
24. The *Contractor* shall ensure that all temporary road markings are removed and existing markings reinstated on completion of the works.
25. The use and location of VMS must be agreed with *Client* prior to its use.
26. Any wording and text colour must be in accordance with the TSRGD, and must not be scrolling.
27. Depending on their location, these signs may require temporary signing, lighting and guarding.
28. Messages displayed on temporary VMS must not conflict with any existing signing – the *Contractor* may need to cover existing road signs and repeater signs (with permission of *Client*).

#### **Access to Property**

29. The *Contractor* shall be responsible for facilitating the necessary movement of vehicles and pedestrians in and around the works site. Access to residential and business premises shall be maintained at all times for all works including those undertaken under a road closure as far as is reasonably practicable. The *Contractor* shall provide a “Gatekeeper” at each access point to safely direct site vehicles, delivery vehicles and members of the public requiring legitimate access (refer to Clause 171AR).

#### **Road Closures**

30. Unless otherwise agreed with the *Client*, the *Contractor* shall implement a physical barrier and gate system comprising solid red and white plastic barriers to prevent any unauthorised vehicles entering the closed area of carriageway for the duration of the works. Road closures are to be removed as soon as practicable and safe to do so.
31. Any unauthorised breach of a road closure shall be reported to the Police and the Police Incident Number passed as soon as possible to the *Client*.

#### **Removal of Parked Vehicles and Obstructions**

32. The *Client* currently has no devolved powers to remove parked vehicles from the highway. The *Contractor* shall use best endeavours to notify the owner of any such vehicle of works intended to be carried out and seek for the owner to remove the vehicle.
33. To mitigate the impact of parked vehicles on works, the *Contractor* shall also:
  - (i) provide and distribute information leaflets and provide and erect information boards/signage approved by the *Client* where appropriate;
  - (ii) take measures approved by the Police and the *Client* to restrict vehicle obstruction;
  - (iii) consult with the Police, residents and others concerned to remove the obstructions.

#### **Maintenance of Highways**

34. Until completion of the works, the *Contractor* shall be responsible for the maintenance and repair of all lengths of highway over which traffic is travelling within the extents of the traffic management system, including diversion routes plus an additional 100m.

#### **Emergency Procedures**

35. In an emergency, the *Contractor* may be required to remove all traffic management as directed by the *Client*.

## Appendix 1/18 – Temporary Diversions for Traffic

### Diversion Routes

1. The *Contractor* will provide the proposed diversion route and sign schedule for the approval of the *Client*. This will, on occasion, extend into neighbouring counties and/or onto the Highways England Networks.
2. The *Contractor* shall liaise with the *Client* to initiate any Temporary Traffic Regulation Order.
3. The *Contractor* shall erect and maintain the required diversion route, and information signs in accordance with the Traffic Signs Manual Chapter 8 and Traffic Signs Regulations and General Directions for the diversion.
4. The *Contractor* is responsible for ensuring that there is no conflict between this diversion route and any other within the area, in consultation with the *Client*.
5. Temporary sign plates sizes shall be applicable to prevailing speeds as recommended in the Traffic Signs Manual, Chapter 8: Traffic Safety Measures for Road Works and TSR and GD signs for Speed Restrictions.
6. For signing road closures and diversions without prejudice to the generality of Clause 117 the *Contractor* shall comply with the following:
  - (i) The *Contractor* shall provide, erect, maintain and remove all signs, warning lights, barriers and cones in accordance with the drawing and schedule approved by the *Client* in respect of each Road Closure and Diversion.
  - (ii) Signs shall be free standing or fixed to street furniture where appropriate. Warning lights shall be erected where they form an obstruction to highway users.
  - (iii) The *Contractor* shall replace any signs, warning lights, cones, barriers or notices missing from the Closure for whatever reason.
  - (iv) All signs, warning lights, barriers and cones shall be kept clean, legible and clearly visible at all times.

## Appendix 1/21 – Information Boards

### Signs Provided

1. The *Contractor* will provide signs giving advance warning and information of the works, which shall be erected by the *Contractor* a minimum of 7 days before the works start for schemes not under a road closure and 28 days prior to the implementation of a road closure for schemes with a road closure.
2. For Road Closures, advance warning signs provided by the *Client* shall be erected 28 days prior to implementation of the road closure, which shall be erected by the *Contractor*.
3. Signs shall be fixed to appropriate street furniture, where possible, or on stakes, and the exact location shall be agreed with the *Client*.

## Appendix 1/23 - Risks to Health and Safety

1. The following substances Hazardous to Health have been identified that may be used to carry out work detailed on any Task Order.

### LOW RISK SUBSTANCES

- |      |   |                         |
|------|---|-------------------------|
| L001 | - | Bituminous Tapes        |
| L002 | - | Sand                    |
| L003 | - | Natural Aggregates      |
| L004 | - | Pulverised Furnace Slag |
| L005 | - | Blast Furnace Slag      |

- L006 - Treated Timber
- L007 - Dust from cutting of soft woods
- L008 - Dust from cutting of macadams/asphalts
- L009 - Water Based Admixtures

#### **MODERATE RISK SUBSTANCES**

- M001 - Coated Roadstone (Macadams/HRA)
- M002 - Line Marking Paints
- M003 - Phenolic Undercoats/Finishes
- M004 - Alkyd Undercoats/Finishes
- M005 - Acrylated Rubber Primers/Undercoats/Finishes
- M006 - Chlorinated Rubber Primers/Undercoats/Finishes
- M007 - Vinyl Primers/Undercoats/Finishes
- M008 - Timber Primers/Finishes
- M009 - Varnishes for Wood
- M010 - Thermoplastic
- M011 - Bituminous Joint Sealing Compounds, etc.
- M012 - Cement
- M013 - Cementitious Mortars and Grouts
- M014 - Concrete
- M015 - Bituminous Waterproof Adhesive Membrane
- M016 - Bitumen Cutback
- M017 - Coal Tar Creosote
- M018 - Dust from cutting cement, concrete, etc.
- M019 - Phenoxyalkanoic Acid Herbicides
- M020 - Glyphosate Herbicide
- M021 - Metallic Abrasive for Blasting
- M022 - Solvent Based Concrete Curing Agents

#### **HIGH RISK SUBSTANCES**

- H001 - Polyurethane Bridge Deck Waterproofing Systems
- H002 - Polyurethane Primers/Undercoats/Finishes
- H003 - Polyurethane Sealants
- H004 - Epoxy Adhesives with Flammable Solvents
- H005 - Epoxy Adhesives with Non Flammable Solvents
- H006 - Epoxy Adhesives in Water Base
- H007 - Epoxy Mortars
- H008 - Epoxy Based Primers/Undercoats/Finishes
- H009 - Polyureide Bridge Deck Waterproofing Membranes
- H010 - Bituminous Primers and Coatings
- H011 - Dust from cutting of hard woods
- H012 - Silicone Waterproofing Agents

2. Dust from Earthworks - action must be taken to control dust at its source.

3. The above list of substances is not exhaustive and the *Contractor* shall provide the *Service Manager* with similar data sheets for other substances which have not been listed.
4. Particular attention is drawn to the measures that may be necessary to protect the public and workers from substances hazardous to health. This may involve the provision of additional safety zones, lane closures, signs, barriers, screens and the like. It may also involve monitoring of air quality where traffic, pedestrians or properties are adjacent or close to the Works.

## Appendix 1/70 – Site Safety

### General

1. The *Contractor* and all Subcontractors shall comply with the following Site Safety requirements detailed in Clause 170AR as a minimum.

### Site Rules

2. All *Contractor* and Subcontractor personnel shall comply with the following Site Rules as a minimum:
  - All employees, *Contractors* and Subcontractors must receive a site/safety induction before they start work and a record kept
  - Personal Protective Equipment and Clothing necessary for the undertaking must be worn at all times. The minimum standard is high visibility jacket or waistcoat to Class 3, safety boots with toe protection and steel midsole, long high visibility trousers with minimum two reflective bands. Other PPE requirements to be determined by site specific risk Assessment / COSHH assessments
  - All reversing movements (including sweeper operations) will be carried out with the assistance of a Banksman / lookout
  - Persons under the influence of alcohol or drugs are not tolerated. All such persons will be removed from the site
  - All Environmental incidents must be reported to the *Client*
  - All visitors must report to the site office or to the person in charge of the site and be briefed appropriately before entering the working area(s). Visitors to be escorted at all times
  - Supervisory personnel must ensure that the site, vehicles, plant and materials are secure outside working hours and when no activity is taking place
  - All waste must be disposed of appropriately by licensed carriers
  - All vehicles entering, leaving and travelling through the site must operate twin flashing Amber Beacons and display a 'Highways Maintenance' sign and chevrons at the rear of the vehicle. The flashing Amber Beacons must be switched off when vehicles are stationary within the site confines.
  - The site shall only be used for carrying out the construction work and no other purpose
  - The existing highway is to be kept clean of mud and other site debris. Keep sites tidy and secure
  - Check plant, equipment and vehicles daily and report any defects
  - Check ladders before use
  - Seat belts, where installed on vehicles or plant in use, must be worn at all times by all occupants
  - All operatives must be trained in safe manual handling. Mechanical methods for lifting must be used wherever practicable. Check that your lifting equipment inspections are up to date before use
  - All operative exposure to vibration must be monitored, recorded and controlled to ensure that permitted exposure limits are not exceeded. All hand held tools and plant shall be tagged its vibration (and noise) level. All operatives must be trained on the risks of hand, arm and mucular, skeletor injuries
  - Underground Services – a Permit to Work is required when excavating deeper than 100mm in the carriageway or in soft ground or deeper than 75mm in the footway or if site specific conditions could lead to services being shallower (e.g. bridge decks, over culverts etc.)
  - Overhead services – there shall be no activity below or adjacent to overhead services unless a site based risk assessment has been completed and a safe system of work agreed. A Permit to Work shall be implemented when

working near or under overhead power lines.

- Safe pedestrian routes must be established and maintained
- Traffic management shall be installed and maintained in accordance with Chapter 8 or as determined by individual risk assessment. Minimum safety zones must be adhered to
- Hearing protection must be worn when using any plant or equipment likely to exceed 85db
- All operations for working at height must be risk assessed
- A Permit to Work is required for work in Confined Spaces
- All site offices, welfare units, portaloos and company vehicles are NO SMOKING AREAS
- Keys must not be left in vehicles/plant at any time when no one is in the vehicle or operating the plant
- Head protection must be worn whenever there is a foreseeable risk of head injury from falling or swinging objects e.g. excavators, cranes, working under bridges
- Observe the 15mph site speed limit
- All materials to be stored safely, securely and away from drainage systems
- Rubbish must be placed in separate skips
- No burning/fires on site.

### Appendix 2/3 – Retention of Materials Arising from Site Clearance

1. Materials designated as being taken to the *Client's* Store off site shall be taken to the appropriate Area Depot.
2. The Area Depots are at the following locations:-
  - Drayton Depot, Drayton Lane, Oving PO20 2AJ
  - Clapham Depot, Clapham Common, Clapham, BN13 3UR
  - Jobs Lane Depot Pookbourne Lane, BN6 9HD

### Appendix 2/5 – Hazardous Materials

1. If the *Contractor* identifies any hazardous material the *Contractor* shall immediately inform the *Service Manager* and the emergency services, if appropriate. The *Service Manager* will coordinate and liaise with the emergency services.
2. The Police and Fire Service have the primary role when dealing with emergencies involving spillages or leakage of hazardous materials onto the highway. The *Contractor* shall provide assistance and materials for containment of any chemical spillage and shall remove any substances which have been rendered safe but which must be handled with care to avoid contamination or pollution.
3. It is not possible to itemise the individual chemicals/ materials which the *Contractor* may expect to encounter and in every case the responsibility for identifying the substances shall rest with the Police, Fire Service or Local Authority Waste Disposal Officer. The *Contractor* shall dispose of any hazardous material when instructed to do so by the *Service Manager*, following consultation with the Emergency Services or Waste Disposal Officer.
4. On no account shall the *Contractor's* personnel enter a contaminated area until the material is fully neutralised or dispersed.
5. Should any other materials be located that are considered hazardous, the *Client* and the Local Authority shall be notified and the *Contractor* shall take action as deemed necessary in accordance with current legislation
6. The *Contractor* shall have in place a procedure for ensuring that if asbestos is encountered or suspected, the Control of Asbestos at Work Regulations 2002 and all other related Regulations are complied with. The Control of Asbestos at Work Regulations 2002 came in to force on 21 November 2002, with the exception of Regulation 4 (21 May 2004) and Regulation 20 (21 November 2004). These requirements specifically address Regulation 4, the Duty to Manage asbestos in non-domestic premises
7. If asbestos is encountered or suspected, the *Contractor* shall stop work in the immediate vicinity of the suspect material and isolate the area. The *Contractor* shall notify the CDM Coordinator (or his Site representative) who will instruct the appropriate action to be taken. Such action may include testing of the suspect material (using a UKAS accredited

laboratory) and arrangements for the removal of the material if necessary, using a licensed *Contractor*.

## **Appendix 6/2 – Requirements for dealing with Class U1B and U2 Unacceptable Materials**

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### **General**

1. A number of existing carriageways are known to contain tar bound materials. The location of tar bound materials shall be identified in the site specific scope or Task Order.
2. Location and depth of potential tar bound material will be identified through PAH testing as part of the survey/design stage.
3. Where the *Contractor* is required to remove tar bound or other hazardous materials, appropriate measures shall be made to segregate them from other materials.
4. Any tar bound or hazardous material are to be moved to a fully licensed storage / processing facilities or tip approved by the *Client*.
5. All such materials shall be transported by fully sheeted vehicles in accordance with all Waste Regulations.

## **Appendix 70/2 – Requirements for the supply, installation, service and repair of pump systems**

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### **General**

1. The specification for provision of the services are set out in the body Document 02 – Clients Requirements M&E Pumps.
2. All information pertaining to the locations, periodicity and activity for the inspection and maintenance is contained with Document 02 – Clients Requirements M&E Pumps.
3. Supplemental information may be found in the [Data Room](#)