



**ROADS AUTHORITIES & UTILITIES COMMITTEE**  
**(SCOTLAND)**

**ADVICE NOTE 26**

**TRAFFIC MANAGEMENT IN ROADS IN ADVANCE OF**  
**ACTIVITY COMMENCING**

**Version 1.0**

# TRAFFIC MANAGEMENT IN ROADS IN ADVANCE OF ACTIVITY COMMENCING

## Version History

<b>Version</b>	<b>Date</b>	<b>Notes</b>
1.00	4 March 2015	Approved by RAUC(S) on 2 December 2015.

## 1.0 Introduction

1.1 This advice note provides guidance on how to inform the road works community of the associated obstruction in the road prior to giving the statutory advance registration noticing prior to undertaking remedial works.

Where the Road Works Authority believes that there are reasonable grounds, existing or imminent, which are likely to cause a danger to persons or property. The notice raised will be an emergency notice to cover the 2 hour response event, please refer to Code of Practice for Inspections.

1.2 This Advice Note also covers instances where:

- a) the Undertaker is unknown;
- b) the Undertaker cannot attend site within two hours; or
- c) the Undertaker requests that the Road Works Authority (RWA) makes the defect safe.

In these instances the RWA will place the required Signing, Lighting and Guarding.

1.3 Works that do not require the placing of a notice, such as minor works without excavation on a non-traffic sensitive road, still need to be checked against other works on the SRWR in advance of them commencing to ensure effective co-ordination by the Road Works Authority can occur. These works are not covered within this Advice Note.

1.5 When signing, lighting and guarding is placed on a road for safety reasons, such as around a sunken trench or defective apparatus, initial concern is for the safety of the public. The protective measures, because of their totally unplanned nature, do not relate to a planned or programmed work schedule and could be in place for some time before remedial works are carried out.

1.6 In normal situations or circumstances signing, lighting and guarding should be placed on a road immediately before the commencement of the activity to be undertaken as detailed in *Safety at Street Works and Road Works: A Code of Practice*. All works should be carried out as soon as is reasonably practicable.

## 2.0 Legislation

Statutory Instrument 2008 No. 88,

(3) Where an undertaker proposes to execute road works in a road which is not a traffic-sensitive road no notice is required under section 114 in the case of–

(a) minor works not involving breaking up the road; or

(b) the replacement of poles, lamps, columns and signs, pole testing and similar works

involving minimal breaking up the road.

Section 107(3) of NRSWA states:

*“In this Part "road works" means works for any purposes other than roads purposes, being works of any of the following kinds executed in a road in pursuance of a statutory right ...*

*(a) placing apparatus, or*

*(b) inspecting, maintaining, adjusting, repairing, altering or renewing apparatus, changing the position of apparatus or removing it,*

*or works required for or incidental to any such works.....*

## 4. Signing, Lighting and Guarding in Relation to Defective Apparatus.

4.1 The following guidance applies when dealing with signing, lighting and guarding in relation to Category 1 defects :

- a) Road Works Authorities are required to place a ‘Defective Apparatus Notification Form’ (DANF) as referred to in section 3.3.3 of the *Code of Practice for Inspections* for defective apparatus that they discover following any communication (such as an informal phone call) with the responsible Undertaker.
- b) Where Road Works Authorities are required to place signing, lighting and guarding, an emergency notice is required to be placed by them on the SRWR in addition to the DANF.
- c) The periods for responding to defective apparatus are set out in the *Code of Practice for Inspections* and remain unchanged. It is considered that for defective apparatus discovered by, or notified to, the Undertaker, only Category 1 defects, as per Table 1 of the *Code of Practice for Inspections*, with a response time of 2 hours may require signing, lighting and guarding.
- d) Once ownership of the defect is agreed, the Undertaker shall take full responsibility for the work site. Undertakers shall convert the DANF to an emergency works notice. The timescale related to this notice is set out in the

*Code of Practice for the Co-ordination of Works in Roads and for the defect, the Code of Practice for Inspections.*

- e) In the event that the defect category is disputed by the Undertaker refer to section 6.

## **5. Signing, Lighting and Guarding in Relation to Reinstatements Causing Danger.**

5.1 The following guidance applies when dealing with signing, lighting and guarding in relation to Reinstatements Causing Danger:

- a) Road Works Authorities are required to place a 'Defect Notification Report' as referred to in section 5.2.3(i) of the *Code of Practice for Inspections for Reinstatements Causing Danger* that they discover following any communication (such as an informal phone call) with the responsible Undertaker.
- b) Where Road Works Authorities are required to place signing, lighting and guarding, an emergency notice is required to be placed by them on the SRWR in addition to the Defect Notification Report.
- c) The periods for responding to Reinstatements Causing Danger are set out in the Code of Practice for Inspections and remain unchanged.
- d) Once ownership of the Reinstatement is agreed, the Undertaker shall take full responsibility for the work site. Undertakers should raise the appropriate notice. The timescale related to this notice is set out in the Code of Practice for the Co-ordination of Works in Roads and for the Reinstatements Causing Danger, the Code of Practice for Inspections.
- e) Irrespective of who places the signing, lighting and guarding and for the purposes of noticing, the works period begins from the acceptance of the Defect
- f) In the event that the defect category is disputed by the Undertaker refer to section 6.

## **6. Defect Category Disputes.**

6.1 Liability for the signing, lighting and guarding remains with the Road Works Authority. Where the Road Works Authority believes that the danger exists, they are required to continue signing, lighting and guarding. Any reasonable costs should be pursued through the defect process, laid out in the Code of Practice for Inspections.

6.2 The RAUC Code of Practice for Dispute Resolution and Appeals is also available should this be required