

**WaSPS PORTABLE
TEMPORARY TRAFFIC SIGNALS
PROTOCOL**

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PORTABLE TEMPORARY TRAFFIC SIGNALS PROTOCOL

1. Introduction

This procedure is intended to provide a guide to Works Promoters, Works contractors and Temporary Traffic Management Contractors (hereon referred to as “contractors”) of the management processes carried out by permit Authorities Network Management Team in relation to applications and approvals of Portable Temporary signal arrangements.

In particular, this procedure defines the tasks to be carried out for seeking approval associated with Permit applications and associated approval to use portable temporary signal installations on the highway and the actions required in association with fault conditions.

2. Registration

All works promoters and their contractors are required to provide the information contained in this guide when applying for a Permit, with associated traffic Management. The Traffic Management Application must be with the Permit authority the day before the permit application, to ensure that permit can be granted expeditiously.

All applications shall be made by completing:-

- Hauc Form TS1 – Application for the use of Portable Temporary Traffic Signals on the Public Highway (see Appendix A)
- Hauc Form TS1 should be used for Two Way signal applications. There is a minimum of 10 working days’ notice required before start of works.
- Hauc Form TS1 should also be used for Multi-Phase signal applications. There is a minimum of 10 working days’ notice required before start of works to arrange the switching off of existing signals.
- Charges will be incurred for the switch off/on of permanent signals where these are required to be switched off due to a conflict with Temporary Signals and traffic Management. A purchase order must be provided in this instance.

There are **NO EXCEPTIONS** to this requirement. The requirement includes all service areas of the network Management Team, where works are planned that require portable temporary signal arrangements on the highway.

When planning to use temporary signals and making applications the works promoter/contractor should refer to the guidance contained in the “Portable Traffic Signals – Guidance Note” (see Appendix B). This is in line with the HAUC (West Midlands) Guidance Note TS2.

When considering the above guidance and when submitting a HAUC TS1, the contractor should include, as a minimum an indicative site plan showing the

accurate locations of the signal heads for two way (Shuttle working). However for all Multi way lights a scaled drawing (1:500) showing the following:-

- Works area and area of excavation
- Location of controller
- Position of signal heads
- Signal phasing with relevant timings
- Proposed temporary traffic management layout, to include the location and type of signs and barriers.

“Authorisations” are only issued by the Permit Authority. No other signatures are approved or valid. (This is a devolved power and may not be ignored).

If no “Authorisation” has been issued, the signals are not “legal” and those responsible for the installation are liable for the consequences of any problem which may arise. In the event of an accident, this could be very significant, if negligence were proved.

In the event of an emergency, retrospective application for approval is permitted. This only applies to emergencies and not to routine work. Discovering the need for signals on a Friday night, for planned work, is not an emergency.

3. Temporary Pedestrian Facilities at Portable/Temporary Signal Installations

The Permit Authority may stipulate that where pedestrian facilities are affected by the installation of temporary signals and associated works, suitable temporary pedestrian facilities may need to be provided by the contractor within the temporary signal arrangements.

This also applies where signal controlled pedestrian crossing facilities are required to be switched off due to site work activities.

In all such cases, the contractor needs to take these stipulations into account during the planning and programming stages of the anticipated works. Late applications / notifications for temporary traffic signals not including such facilities will be rejected immediately.

4. Records (Internal Arrangements)

All applications and Authorisations will be recorded by the Permit Authority on the Streetworks register.

Records will be maintained for “Temporary Signal Applications” and “Temporary Signals Authorisations”.

5. Faults

Maintenance of temporary signals is the responsibility of the promoting company / organisation / works promoter.

It is usually the responsibility of the hire company, as part of the hire contract.

All temporary signals are required to carry a plate, clearly stating who is responsible for their maintenance. However, the main emergency contact details are expressly required as part of the Form Hauc TS1 application.

The above should be noted in conjunction with reference to the “Portable Traffic Signals – Guidance Note” (see Appendix B)

6. Faults – Permit Authority (Operational Hours)

When a fault is notified to the Permit Authority, by whatever source, the notification shall be recorded as a defect.

The permit shall be consulted and the fault relayed to the contractor responsible for maintenance, a defect notice sent to the appropriate Company and third party charge raised..

A record of who was contacted shall be made and confirmation of fault clearance requested.

A record of the estimated time of arrival (ETA) shall be made, together with a mobile telephone contact number.

If there is no record of the temporary signal set up:

- (a) A Inspector shall be dispatched to the site to identify the hire company
- (b) The company shall be contacted, the fault passed to them and information on the Contractor, which have arranged for installation shall be obtained.
- (c) The responsible Company/contractor shall be contacted:
 - (i) Told that the signals had been found to be fault
 - (ii) Reminded that there is a requirement to notify the authority and that no notification exists and that a charge for the site visit by the Streetworks Inspector will be incurred.

If complaints continue to be received after the ETA, the problem shall continue to be followed up.

If no clearance has been received one hour after the ETA, the fault shall continue to be followed up. At this point the problem will be escalated to authority Contractor and charge made for any remedial action taken.

Should faults reported to Traffic Management Company by the Inspector not be resolved within 1 hour for traffic sensitive streets/strategically significant streets and 2 hours for all others. At this point the problem will be escalated to the authorities Contractor and charge made for any remedial action taken.

Faults – (non-operational hours)

When a fault is notified to the authorities, by whatever source, the notification shall be recorded as a fault.

The Permit shall be consulted and the fault relayed to the contractor responsible for maintenance.

A record of who was contacted shall be made and confirmation of fault clearance requested.

A record of the estimated time of arrival (ETA) shall be made, together with a Mobile telephone contact number.

If there is no record of the temporary traffic signal set up:

- An authority's representative shall be dispatched to the site to identify the hire company a full recharge shall be made for this attendance.
- The company shall be contacted, the fault passed to them and information on the Contractor/Works Promoter, who has arranged for installation shall be obtained.
- The information shall be passed to the authority.

All costs arising from the authorities employees or its agents to resolve an issue will be invoiced to the Utility concerned.

TS1

Application/Notification to use **Portable** Temporary Traffic Signals on the Public Highway

Applicants Name Address Telephone Number Fax Number E Mail Emergency Contact Name & No.(24 hr) Which Utility? (If any). Proposed Date of Use.	From. To..
Permit/Notice reference No	
Traffic Management Company Address Telephone Number Fax Number Emergency Contact No. (24 hr)	
Exact Location of Use. Grid Ref Road No. (if any) N.S.G. Reference No.	Will the signals be at a junction: YES/NO (if Yes please see form TS2)
Approximate length & width of restriction.	
Will the signals be in use 24 hours?	
If 24 hour, state method of supply (Electricity Board or Generator/ Battery Back Up. See Note 5).	
If not 24 hour, approximate hours of use.	
Purchase Order Number For switch off/on of Permanent Signals (See Note 6 Appendix D)	

Any person completing this application form should be aware of the requirements of the following:

The Road Traffic Regulation Act 1984.
Street Works Regulations 1995 (Accreditation Units 1 and 2).
Traffic signs Manual, Chapter 8 (1991), (as amended).
Department of Transport Departmental Standard TD 21/85 & TA 47/85.
The Traffic Signs Regulations and General Directions 2002.

Signature of Applicant:_____

Date:_____

For office Use Only:

Temporary Signal Approval : Yes/No

Officers Name:... ..

Signature... ..

Portable Traffic Signals

Appendix B - Form TS2

This process applies to the prescribed requirements for any promoters of activities on the highway to obtain Formal Authorisation from highway authorities before placing portable light signals on the highway.

It is a legal requirement that portable light signals must not be placed on the highway without Formal Authorisation of the relevant authority. For the avoidance of doubt, Formal Authorisation must be obtained for non-notifiable works. It is an offence to place and operate portable light signals on the highway without approval from the traffic authority.

Directions for the Use of Temporary Signals Involving Road Junctions

1. A drawing to a scale of not less than 1:500 must be provided, detailing the position of each traffic signal head, controller position and associated cable layout. The signal heads are to be identified to a point within two metres of that intended to be used on site, when scaled from this drawing. For two way (shuttle working) a plan is required showing an indicative layout but with the location of the signal heads accurately positioned.
2. The size, type and location of all temporary signs are to be detailed in accordance with advice given in Safety At Street Works and Road Works – A Code of Practice (red book October 2013), Chapter 8 of the Traffic Signs Manual and the Traffic Signs Regulations and General Directions 2002.
3. Portable traffic signals, traffic management and signing shall be installed by suitably qualified personnel. i.e. Sector 12 Traffic Management with relevant units.
4. Proposed traffic signal stage timings, minimum and maximum green times and either the inter-green or the all red time period between each stage to be stated. Any request for fixed time or manual operation signals should be made separately, but may be attached to this application form.
5. Temporary traffic signals must operate in the vehicle-activated mode at all times unless written approval is obtained from the Local Authority. The controller should also be capable of working either in fixed time or all red modes.
6. Cable protectors must be fitted where traffic is travelling over cabling and these must be sand bagged and sited away from turning traffic or where braking/accelerating is likely to occur.
7. If there are any existing 'Give Way ' or 'Stop Signs (including duplicate or advanced signs)' and / or markings they must be temporarily covered over.
8. A 'beck and call' maintenance system for the temporary traffic signal equipment is required. The maintenance provision must be such that a suitably trained technician (also N.R.S.W.A. Accredited) will arrive on site within one hour of notification during the hours 07.30 to 17.30, Mondays to Fridays, and within two

hours at all other times. The equipment must be returned to working condition within 30 minutes of arrival on site and the appropriate spare parts will, therefore, need to be carried in their vehicle.

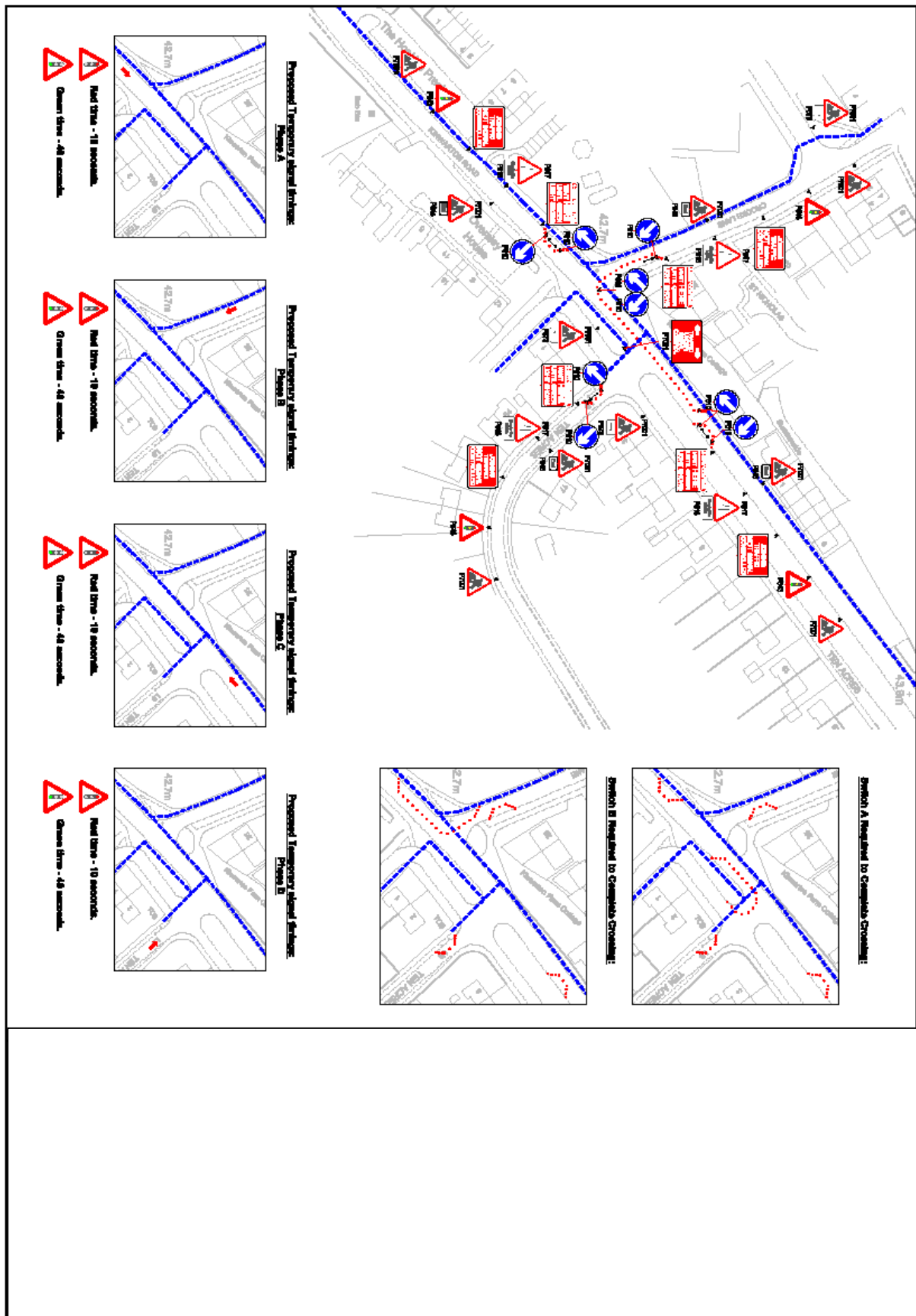
9. "Stop and Go" boards (Diagram 7023 & 7024) must be available on site to control traffic in the event of temporary traffic signal failure.
10. A log of all faults must be kept detailing time reported, time repaired, time on site, nature of fault etc. and the log submitted to the Traffic Section when the temporary traffic signals are removed from site.
11. A representative from the Local Authority may be on site when the temporary signals are being installed and 48 hours' notice is therefore, required of your intention to set up this equipment.
12. The controller unit must be secured by key or padlock during out of hours use.
13. Equipment must be of a type approved by the Secretary of State and in full working order including all switches and L.E.D's.
14. Where Portable signals with pedestrian facilities have been requested to replace permanent pedestrian signals switched off, the portable signals shall be installed to comply with the following requirements.
 - At least one set of far side signals and one push button device shall be placed each side of the crossing point.
 - For approaches on a one way carriageway, one primary signal head is required per approach.
 - For two lane approaches on a two way carriageway, one primary signal head and secondary signal head shall be provided for each approach.
15. On roads with a speed limit in excess of 40mph **hi-level** portable signals with a minimum height of the signal head at 2.1m above the carriageway **must** be installed to provide maximum visibility.
16. Where portable signals are to be installed on roads where the approaches are in excess of two lanes, **hi-level** portable signals maybe required to provide maximum visibility.
17. The street works team shall be informed of any proposed lane closures with portable signals.

Appendix C – Form TS3

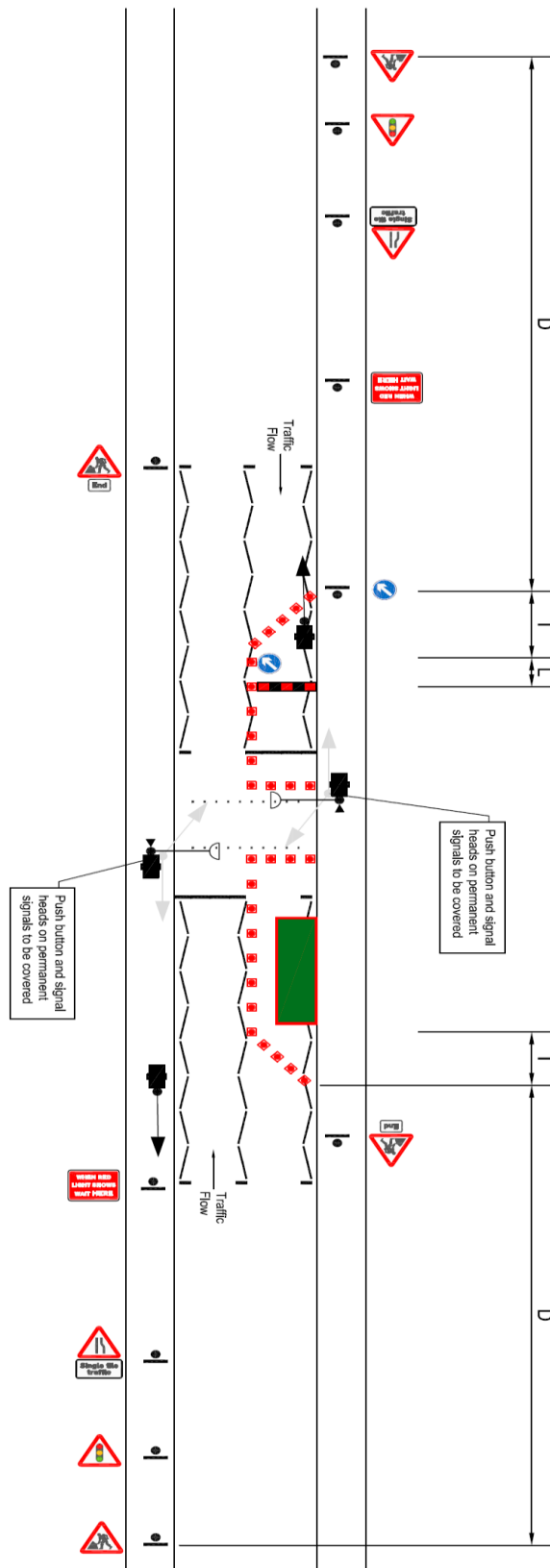
Please use the Standard Notification for Traffic Signal Drawings.

- Signal mounting on existing structure or pole
- Signal Post
 - Fitted with shallow cowls
 - Fitted with deep cowls
 - Fitted with special cowls
- Control unit or equipment cabinet
- Cable duct/protector
- Presence detector
- Passage detector

Example – Scaled drawing (1:500) of the proposed works



Drawing for One Way Carriageway Stand Alone (1primary head arrangement)



Appendix D

Highways Temporary Traffic Signal Application and Notification Requirements

Information required from works promoter

All temporary traffic signal applications and notifications should be made using Hauc Form TS1 and comply with the condition identified on Form TS2 and TS3.

The use of temporary traffic signals must comply with:

- DfT Pink Book "Introduction to the Use of Portable Vehicular Signals" issued March 2008 and any subsequent amendments.
- DfT "Traffic signs manual Chapter 8: Roadworks and temporary situations (2009) Part 1 and 2 published 31st March 2009 with updates as at 23rd June 2010 and any subsequent amendments.
- DfT Traffic Advisory Leaflet 2/11 April 2011 – Portable Traffic Signals for Control of Vehicular Traffic.
- DfT Traffic Advisory Leaflet 3/11 April 2011 – Signal Controlled Pedestrian Facilities at Portable Traffic Signals.

TMP forms with supporting information are required for approval by the Traffic Manager or his representative in the following circumstances to clarify proposals and avoid NRSWA Notices and works being challenged:

- All two-way and multi-way signals on the traffic sensitive streets
- All multi-way signals on none traffic sensitive streets
- Two-way signals on none traffic sensitive streets that are likely to impact on the movement of traffic on traffic sensitive streets

TMP forms are not required for two way signals on none traffic sensitive streets that do not affect traffic sensitive streets.

Additional Notes

1. Where practically possible where short duration works are to take place during the daylight hours the use of stop & go boards should be used in place of temporary signals.
2. Where the timing of traffic through a set of temporary signals cannot be readily predetermined or there are specific site requirements there will be a requirement to manually control the signals to minimize congestion.
3. Two-way temporary signals should not be used across junctions unless side road access onto the controlled area is closed.
4. Two-way signals should not be used across accesses where there is continuous use of multiple vehicle movements. If two-way signals are to be used in this instance, the works promoter must consult with the frontage and agree to close or restrict the access and this must be confirmed as part of the TMP submission.
5. Where temporary signals are to be used in place of permanent signals with pedestrian crossing facilities or where the works require controlled pedestrian

crossing facilities to be switched off, the temporary traffic signal arrangements must also include controlled pedestrian crossing facilities unless there is an alternative safe pedestrian route. This must be confirmed as part of the TMP submission.

6. For all instances where Permanent Signals are required to be switched off for Temporary Traffic Management a purchase order must be provided in all instances detailing invoice address.
7. Any bus stops located within the area of the proposed traffic management will need to be either suspended or relocating for the duration of the works. All such requests should be made in writing to Warwickshire County Council transport Operations via e mail prior to commencement of works.

Contact details are

busservices@warwickshire.gov.uk

01926 41 2929

A review of this protocol will take place every 12 months or as and when changes are required.

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