

## **Protocol for turning off / on permanent traffic signals and pedestrian crossings affected by road works and street works in Wiltshire**

### **Disclaimer :**

This protocol does not affect the duties of the undertaker or their agent's under the New Roads and Street Works Act 1991(NRSA), or relieve the undertakers or their agents of any statutory Health and Safety obligation. It shall be followed in parallel with any requirements of that Act and of Wiltshire Council's Street Works team.

### **Purpose:**

To establish a protocol and procedure for the turning off and on of existing traffic signal controlled junctions and pedestrian / cycle crossing facilities belonging to the Highway Authority, Wiltshire Council, when affected by road works or street works.

### **General Principles:**

- All works within 100m of permanent signals must be notified to the Council's Street Works team who will assess the implications of the works on the signal facilities and advise the contractor or their agents further.
- If Wiltshire Council's Street Works team deem there to be a level of conflict with the permanent signal facilities, the undertakers or their agents will be required to produce a full, site specific, risk assessment in relation to the implications of the works on the permanent signals.
- In all cases where road works or street works are to be carried out in the vicinity of permanent traffic signals and will affect the functioning or capacity of the signals, the capacity of the approach roads to or the exit roads from the signals and/or will involve the use of temporary signals, the permanent signals shall be switched off.
- Where the signals are to be turned off overnight or for more than 24hours they shall also be bagged.
- For planned works, the temporary turning off of signals and / or bagging of signal heads and push button units shall only be carried out after authorisation has been granted by Wiltshire Council. The signals shall only be turned off by one of the following persons:
  - Authorised officers of Wiltshire Council
  - Authorised persons from the Council's term consultants
  - Authorised persons from the Council's traffic signal term maintenance contractor, as instructed by the Council's term consultants

- Where signals are required to be turned off due to emergency or other unplanned works, the Wiltshire Council's term consultant should be contacted immediately on the number given at Appendix A. All telephone calls must be logged.
- Turning signals back on and un-bagging following the completion of all works shall only be carried out by one of the following persons:
  - Authorised officers of Wiltshire Council
  - Authorised persons from the Council's term consultants
  - Authorised persons from the Council's traffic signal term maintenance contractor, as instructed by the Council's term consultants
- The promoter / undertaker of the works shall be responsible for:
  - Submitting and gaining any necessary approval for temporary traffic control and management measures with particular emphasis on safeguarding the needs of pedestrians
  - The supply, erection, maintenance and removal of signing, lighting and guarding in accordance with "Safety at Street Works and Road Works – A Code of Practice" and Chapter 8 of the "Traffic Signs Manual"
  - Co-ordinating and timing the installation and removal of temporary traffic control and management measures in conjunction with the authorised person turning the signals off/on
  - The set cost for turning the signals off/on including bagging and debagging of signal heads and push button units, payable in advance, to the Wiltshire Council for attendance on site

### **Procedure for Gaining Approval:**

- In accordance with the general principles of this protocol, all works within 100m of permanent signal must be notified to the Council's Street Works team. If there is deemed to be a potential conflict the contractor will be required to submit a full risk assessment in accordance with the general principles. On receipt of a suitable risk assessment, if the Street Works Co-ordinator is satisfied that the contractor or their agents have mitigated all potential risks and where applicable given appropriate consideration of safe, signed alternative pedestrian/cycle/equestrian routes, the Street Works Co-ordinator will grant approval to switch the permanent signals off.

## Procedure for Switching Off /On Signals:

- With the exception of urgent and emergency works, the promoter / undertaker shall, after approval to the principle of switching the signals off has been given, inform Wiltshire Council in writing a minimum of 5 working days before the proposed date for turning off the signals and shall submit details of temporary traffic management measures and payment to Wiltshire Council in accordance with the charges detailed in Appendix B. Letters should be sent to the address in Appendix A.
- For urgent or emergency works the promoter / undertaker shall notify the Council's term consultants to arrange switch off as soon as possible by telephone, and, for works other than for a short duration submit details of the temporary traffic management, payment and reference number for the works to the Council. The call will be logged and the reference number recorded.
- The switching off of signals shall be undertaken for planned works by the Council or its authorized agent who will attend site at an agreed time. A 30 minute period from the agreed time to turn off signals will be allowed within the fixed price. If the site is not ready then additional time will be charged at the current time charge rate for that person carrying out the work. The undertaker shall provide "Traffic Signals Not in Use" and/or "Pedestrian Crossing Not in Use" signs together with other appropriate signing in accordance current legislation or code of practice.
- Bagging and unbagging of signal heads and push buttons shall only be carried out by the Council or it's agent.
- The switch on of signals following completion of **all** works should be done by the Council or it's agent in conjunction with the removal of temporary traffic control and management measures by the undertaker. The undertaker shall check that all temporary signs have been removed and there are no obstructions to the highway.

### MONITORING:

IT SHOULD BE NOTED THAT PERMANENT SIGNAL JUNCTIONS AND PEDESTRIAN CROSSINGS ARE CONNECTED TO MONITORING SYSTEMS THAT ALERT THE COUNCIL'S TERM CONSULTANTS TO ANY SWITCH OFFS. ANY UNAUTHORISED SWITCH OFFS WILL BE INVESTIGATED IMMEDIATELY.

### Definitions:

#### Where reference is made in this document to:-

'**signals**', this shall be deemed to include all Traffic Lights and pedestrian crossings excluding Zebras

'**undertakers**', this shall be deemed to include all contractors or agents involved in the execution of the temporary works.

'**the Council**', this shall be deemed to refer to Wiltshire Council.

## **Appendix A**

### **Address for written notification:**

Wiltshire Council  
Department for Transport, Environment & Leisure  
Bythesea Road  
Trowbridge  
Wiltshire BA14 8JD

fao The Street Works Team

### **Telephone number for emergency or unplanned works notification:**

The Council's term consultants – Mouchel's Traffic Signals Team – 01225 756600  
(office hours)

The Duty Engineer – (out of hours) 01722 413834

### **Wiltshire Council Street Works telephone number:**

Street Works team 01225 713497

## **Appendix B**

Charges associated with the bagging and unbagging of traffic signals and with switching permanent signals on/off:

Charge for turning signals off	£100
Charge for turning signals on	£100
Charge for bagging signals	£100
Charge for unbagging signals	£100
Administration Charge	£70

TOTAL CHARGE £470 (£270 when signals are not required to be bagged)

\*\*Charges for switch on/off allow for a 30 minute period from agreed time, if site is not ready additional time will be charged at the hourly rate for the person carrying out that work.