



**SUPPLY CHAIN SAFETY
LEADERSHIP GROUP**

Highways Safety Hub Raising the Bar No.39

Traffic Safety and Control at Roadworks

Version 2 In force - October 2023

Contents

Objective	3
Scope	3
Background	3
Governance Requirements	3
Minimum requirements	3
Guidance –	4
Traffic Management Designer	4
Traffic Management Manager	4
Traffic Safety & Control Officer/Traffic Safety Supervisor	4
Combining Roles	5
Demonstrating Competence	5
References	5
Appendix 1 – Above the Line Approach	6
Appendix 2 – Standards for TSCO/TSS Vehicles	7
Appendix 3 – Training Requirements	9

Objective

This Raising the Bar document provides clarity on the roles of Traffic Management Designers, Traffic Management Managers and Traffic Safety and Control Officers/Traffic Safety Supervisors detailing minimum requirements for organisations and individuals. It also brings customer focus into safety arrangements made with respect to temporary traffic management.

Scope

The expectation is that this document will apply across all National Highways worksites and will be implemented by all supply chain partners working with National Highways.

Background

There has been some disparity in the past in terms of roles and responsibilities for key traffic management personnel. To raise standards and improve National Highways customer satisfaction scores at roadworks this document seeks to address the skills, knowledge, attitude, training and experience necessary to complete various safety critical roles, namely:

Traffic Management Designer (TMD)
 Traffic Management Manager (TMM)
 Traffic Safety and Control Officer (TSCO) which is in a process of transitioning to Traffic Safety Supervisor (TSS)

Governance Requirements

It is recognised that training courses have recently changed and various valid certification will be in force. Working for National Highways Major Projects there is a requirement to complete the Traffic Management Plan Project Control Framework document at SGAR 5. The Principal Contractor must be satisfied that those contributing to this document hold the correct level of competency and that sufficient focus is given to understanding and addressing of customer, stake holder and road user safety requirements.

Minimum Requirements

The following elements are mandatory requirements and suppliers shall ensure these elements are applied fully on National Highways sites.

Mandatory Elements

- › All traffic management shall be designed and operated to the principles of ALARP
- › Appointments for all safety critical roles for the design, installation, maintenance, supervision and removal of temporary traffic management must be made in writing with responsibilities clearly defined.
- › Highways Safety Passports must be held if working on the National Highways Strategic Road Network to enable Principal Contractors to easily check competency of individuals and award any project specific training requirements.
- › All traffic management designers must hold a relevant design / engineering qualification.
- › Consideration must be given when designing TTM to the use of available technology and how this might assist in risk elimination.
- › The person responsible for installation of temporary traffic management cannot also be the person responsible for undertaking verification safety checks. (Working Supervisors)
- › Safety checks of final installation must include consideration of the customer viewpoint as well as Chapter 8 compliance.
- › All TSCO/TSS vehicles must be compliant to the standard as detailed in Appendix 2.
- › All appointments shall comply with Appendix 3

Traffic Management Designer (TMD) Roles & Responsibilities

Road works shall be designed on a site-specific basis. The TMD is responsible for undertaking all design development activities in connection with the TTM, designing the TTM to be both safe and efficient. Typical responsibilities include:

- Using a safety risk assessment approach to design all TTM with the principles of ALARP (as low as reasonably practicable) when assessing risk.
- Consider all relevant legislation, available guidance and standards relating to TTM design and operation when designing road works or temporary situations, to support the creation of a safe system of working.
- Adopt, adapt or develop road works design and/or TTM operational practices to suit the actual site conditions.
- Prepare a design for the road works where the safety of road workers, road users and all populations affected directly or indirectly by the works is clearly demonstrated and will also generate customer satisfaction.

Traffic Management Manager (TMM) Roles & Responsibilities

The TMM is responsible for managing and making arrangements for all matters relating to traffic safety and control at any temporary change in risk on the highway – this is normally a role within the Principal Contractor's staff who oversees the engineering of the traffic management using a risk-based approach. Typical responsibilities include:

- Plan, manage and coordinate all matters relating to traffic safety and control including procurement and management of road space and traffic management design.
- Implement a Plan, Do, Check and Act quality approach to the inspection and audit of TTM.
- Ensure sufficient TSCO/TSS are appointed to undertake suitable level of inspection, monitoring of the TTM to confirm the safe system of work meets the design.
- Ensuring the Temporary Traffic Regulation Order (TTRO) or Temporary Traffic Regulation Notice (TTRN) are applied for and complied with

- Ensuring the Principal Contractor's TTM design and engineering enables a safe system of work for all, to accepted minimum standard e.g. as per Traffic Signs Manual Chapter 8 and associated documents including the DMRB, CIS53 and relevant RtB documents.
- Ensuring unplanned but foreseeable risks are managed and controlled using above the line controls where possible. This includes a focus on customers and in particular how contractors are eliminating delays, congestion, dealing with breakdowns, support to emergency responders etc. See Appendix 1 for more details.
- Ensuring TSCO/TSS are provided with compliant vehicles for undertaking their inspections and work activities (See Appendix 2 for details).



Traffic Safety & Control Office (TSCO) / Traffic Safety Supervisor (TSS) Roles & Responsibilities

The TSCO/TSS role is to act as the auditor and check and challenger of quality and is responsible for monitoring the day-to-day delivery and safety of TTM out on site. They shall ensure on behalf of the appointed TMM that all risk controls are being effectively implemented in a timely, safe manner to the agreed design and standards. Typical responsibilities include:

- Undertaking site inspections and audits of TTM prior to works, during works and when TTM is being and has been removed.
- Assessing work site activities as work progresses to ensure all risks associated with TTM remain managed ALARP.
- Ensuring reporting and recording of incidents is undertaken and assisting with investigations.
- Ensuring reporting and recording of incidents is undertaken and assisting with investigations.
- Organising and controlling officer rolling road-blocks if required.
- Undertake co-ordination during TTM operations with relevant network control rooms.
- Be available on behalf of the TMM to manage all matters relating to traffic safety and control as per the agreed emergency plan – this includes recovery operations.
- Ensuring no debris or sign frames are left when TTM is removed

Combining Roles of a TMM and TSCO/TSS

The roles of TMM and TSCO/TSS may be combined on smaller less complex works where the individual has the skills knowledge, experience and relevant qualifications to undertake both roles. It is important however that this does not detrimentally affect monitoring or assurance, therefore:

The TMM/TSCO/TSS shall not at any time:

- Directly control, direct, supervise or manage the TTM operations on behalf of the TTM provider
- Be the named TMD for the works that they are overseeing
- Work excessive hours
- Be an unqualified member of a contractor, supplier, supervision consultant, design or highway traffic authority staff

Demonstrating Competence

Using the SKATE model competence can be evidenced considering peoples:

- Skills
- Knowledge
- Attitude
- Training
- Experience

All TMMs, TSCOs and TSS must have a detailed working knowledge of the TRSGD and relevant Traffic Signs Manuals – they must be able to interpret TTM drawings and provide an assessment of what is reasonably practicable. To this end competence can be assessed by review of a person's CV and experience on past projects including any continuing professional development courses completed. Core training competencies held must be uploaded onto individual's Highways Passports.

Appendix 3 contains specific training requirements and a progressive implementation programme.

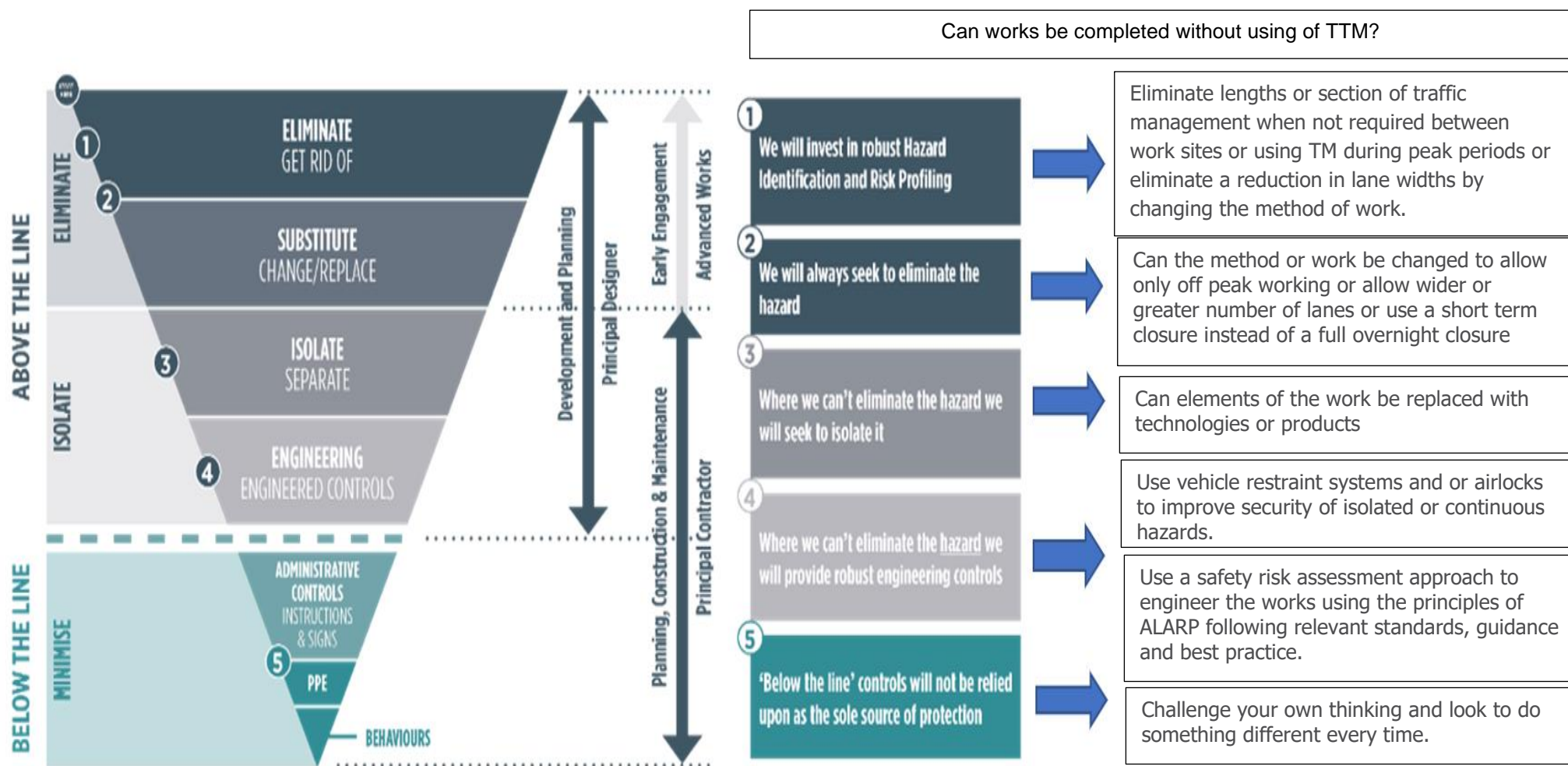
References

Traffic Signs Manual Chapter 8

<https://www.gov.uk/government/publications/traffic-signs-manual>

New Road & Street Works Act 1991 [Street works qualifications in England: guidance for operatives and supervisors - GOV.UK \(www.gov.uk\)](#)

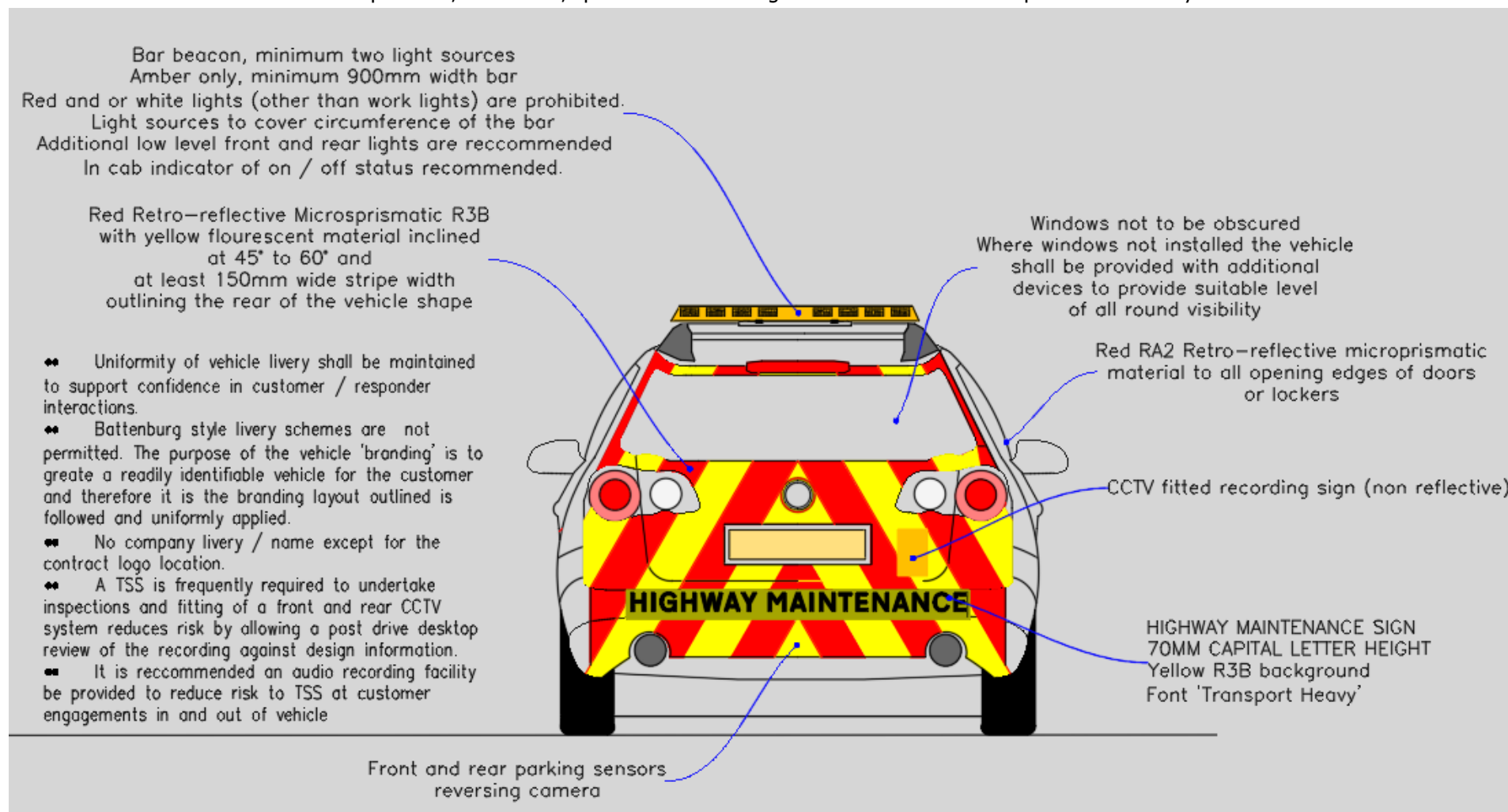
Appendix 1 – Above and below the line controls – Customer Perspective Temporary Traffic Management

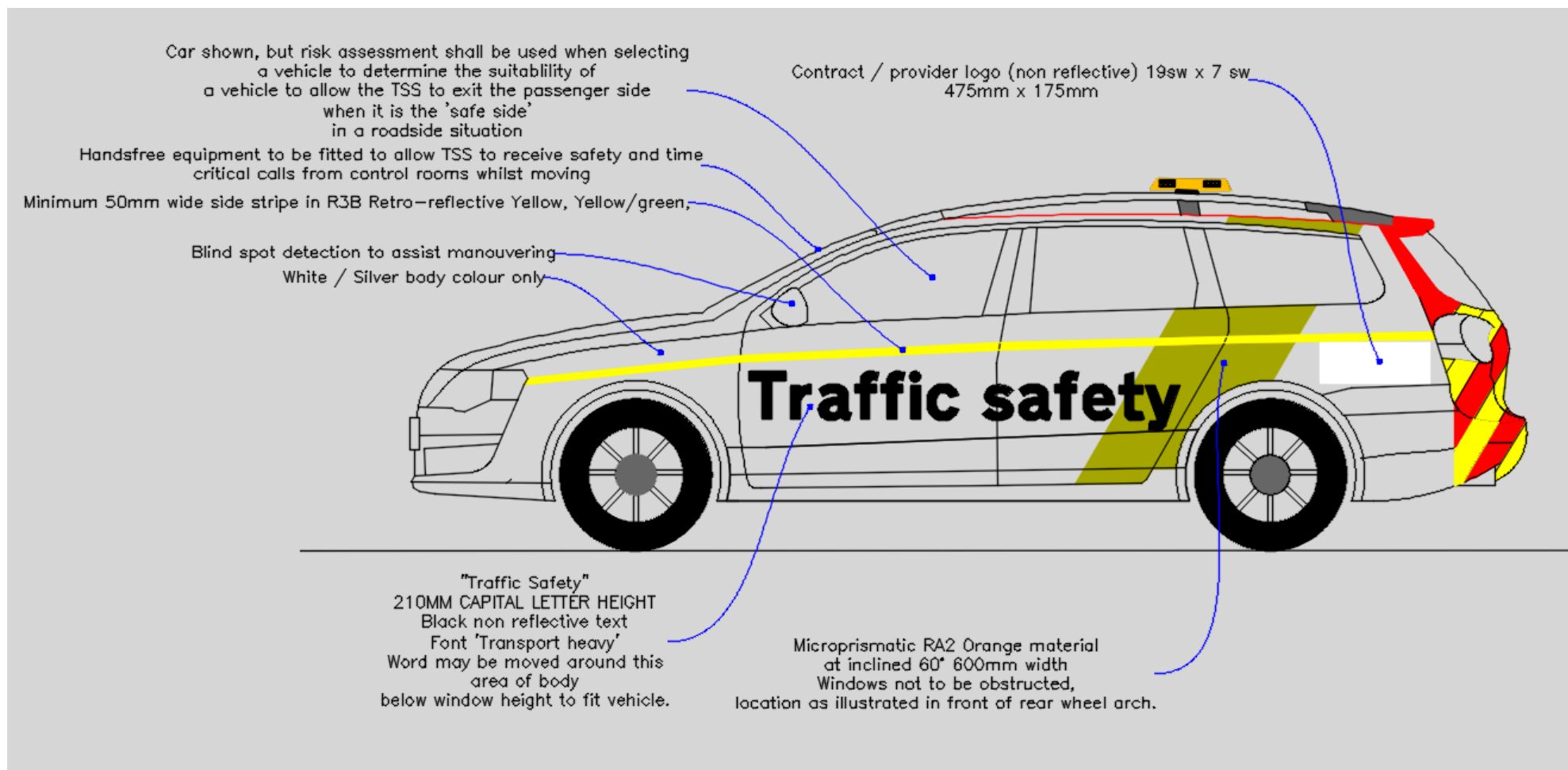


The principles of ALARP and risk reduction must be central to the design, planning, delivery, and maintenance of traffic management with equal consideration of relevant customers, workers, and other affected parties.

Appendix 2 Standard for TSCO/TSS Vehicle - These stated requirements are over and above or those stated in Chapter 8 and Raising the Bar 2 or where the requirements conflict with that document, these requirements shall be used for the TSS vehicle.

When a vehicle other than a car is provided, the widths, specifications and angles shall be maintained to present uniformity.





Appendix 3 – Qualification Requirements

Course / Qualification / Registrations	Traffic Safety & Control Officer (TSCO) – Changing to Traffic Safety Supervisor (TSS)			Traffic Management Manager (TMM)			Traffic Management Designer (TMD)		
	Oct 2023 Immediate	Oct 2024 - Sept 2025	Sept 2025 onward (TSS)	Oct 2023 Immediate	Oct 2024 – Jun 2025	Jun 2025 onward	Oct 2023 Immediate	Oct 2024 - Jun 2025	Jun 2025 onward
NHSS 12A Traffic Safety and Control Officer (pre-1st September 2021 Qualification)	Must Hold			Must Hold					
NHSS 12 Traffic Safety Supervisor (Traffic Safety and Control Officer (Post 1 st September 2021 level 2 Qualification)	May Hold		Must Hold		Must Hold ^{1 2}				
NEBOSH Construction Certificate or IOSH Managing Safely or CITB Site Managers Safety Training Scheme as a minimum	May Hold	Must Hold		May Hold	Must Hold			Must Hold	
CSCS Manager in a category relevant to Highways or one issued by LANTRA	May Hold		Must Hold	May Hold	Must Hold		May Hold	Must Hold	
NHSS 12D M6 or M7 (level 2)		Must Hold			Must Hold		Must hold ¹		
NHSS 12C Supervisor or 12C Planning Officer			Should Hold		May Hold				
Institute of Highways Engineers (IHE) Professional Certificate or alternative recognised Temporary Traffic Management Engineering Course at Level 4			May Hold		Must Hold		Should Hold	Must Hold	
Institute of Highways Engineers (IHE) Professional Diploma or alternative recognised Temporary Traffic Management Engineering Course at Diploma level at level 5 or above					Should hold	Must Hold		Should Hold	Must Hold
Post nominals of 'RegTTME'					May hold	Must Hold		Must Hold	
Engineering Technician 'EngTECH' or higher registration with the Engineering Council					May hold	Must Hold			Must Hold
First aid in the workplace training	Must Hold								
Conflict management training		Must hold							
DBS Check		Should Hold							
Safety Critical Medical		Must Hold							

Key: **Must Hold** – Mandatory Requirement / **Should Hold** – Strongly Recommended / **May Hold** – Benefit Identified

1 – Must hold until the level 5 Professional Diploma in TTM achieved

2 – Must still hold if acting as TSS