Appendix F – CLOCS Standards for Construction Logistics – managing work related road risk

CLOCS

Standard for construction logistics

Managing work related road risk

CLOCS

Looking out for vulnerable road users

Construction Logistics and Cyclist Safety (CLOCS) - looking out for vulnerable road users

CLOCS aims to achieve a visionary change in the way the construction industry manages work related road risk. This is being achieved through three industry led workstreams:

- Improving vehicle safety through design and manufacture of safer new vehicles and fitment of appropriate safety equipment to existing vehicles
- Addressing the safety imbalance in the construction industry through ensuring road safety is considered as important as health and safety on site
- Encouraging wider adoption of best practice across the construction logistics industry through taking best in class examples, developing a common national standard and embedding a new cultural norm

CLOCS has developed the *CLOCS Standard for construction logistics: Managing work related road risk*, a common standard for use by the construction logistics industry.

Implemented by construction clients through contracts, it provides a framework that enables ownership in managing road risk which can be adhered to in a consistent way by fleet operators.

Representatives from different organisations - vehicle manufacturers, construction logistics clients, operators, regulatory and enforcement bodies are actively engaged with CLOCS.

The CLOCS programme represents a united response to road safety across the industry and greater social responsibility which will save lives.

Visit www.clocs.org.uk for further information.

Acknowledgements

The *CLOCS Standard for construction logistics: Managing work related road risk* has been developed in collaboration with key industry stakeholders.

The Health and Safety Executive welcomes this industry led initiative facilitated by Transport for London as a positive step towards improving the management of work related road risk.

The expert contributions made from organisations and individuals consulted in the development of this Standard are greatfully acknowledged.

The *CLOCS Standard* will be reviewed at intervals not exceeding two years, and any amendments arising from the review will be published in an amended version. The *CLOCS Standard* does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Version 1.2 August 2014 Images updated - all requirements remain unchanged

Acknowledgement is given to the following organisations in the development of the *CLOCS Standard*:

Berkeley Group
British Land
British Safety Council
Broadgate Estates
carillion
CEMEX
The Chartered Institute of Logistics and Transport
Considerate Constructors
Conway – great people : great work
Costain
Crossrail
Department for Transport
FORS – Fleet Operator Recognition Scheme
FTA
Hanson – HeidelbergCement Group
HS2 – engine for growth
ice – Institution of Civil Engineers
iosh
Lafarge Tarmac
Laing O'Rourke
Land Securities
Lend Lease
mace
Metropolitan Police
mpa – essential materials sustainable solutions
O'Donovan Waste Disposal Ltd
pteg – the voice of urban transport
RHA
RoadPeace
See me Save me
Select
Skanska
St George – Designed for life
Thames Tideway Tunnel – Creating a cleaner, healthier River Thames
Transport for London – Every Journey Matters
Vinci Construction UK
Westfield
Wilson James

Contents

Introduction

1.1 Background and context

Population growth

The population of the UK is expected to rise to 81 million by 2060 making it one of the most densely populated countries in Europe*. Our towns and cities are busier than at any other time in history creating unique challenges to address.

A growing population means growing demand for places to live, work and spend time and an inevitable rise in development and construction activity - often against a backdrop of considerable constraints on space. We need to ensure we develop the skills and capability to embrace this growth.

Developing our towns and cities in a sustainable manner is vital to our economy, our social wellbeing and the environment we live in. Improving connectivity, the urban realm and encouraging more active forms of travel are high on the agenda of responsible development in order to better integrate communities, improve quality of life and ease pressures on the transport network.

A rising population places considerable strain on already busy transport networks necessitating changes in travel behaviour and the modes of travel used. A number of UK city and regional authorities already have high levels of walking and cycling and are increasingly recognising the benefits of promoting these modes as healthy and sustainable ways to travel.

Vulnerable road users and the large vehicles required for construction projects are sharing the roads more than ever. Our historic towns and cities and many of the large vehicles required to service them were not designed with this type or level of activity in mind, creating challenges to be managed and overcome.

Road safety

Where the numbers of people walking and cycling are growing in parallel to higher levels of development and associated construction activity there is increasing pressure on already constrained road space leading to the potential for conflict.

Cycling is on the increase nationally, but has been particularly notable in London where it has almost doubled since 2000. There are now nearly 600,000 cycle trips made each day with numbers rising each year.

However, this growth has been coupled with concerns about cycle safety. Although there have been reductions in the overall number of people killed and seriously injured on roads across the UK, the number of cyclist fatalities increased between 2011 and 2012.

There are particular concerns about the over representation of large goods vehicles in collisions with cyclists and pedestrians that have fatal and serious outcomes. Nationally, large goods vehicles over 3.5 tonnes are involved in approximately 15 per cent of cyclist and 10 per cent of pedestrian fatalities.

There is a particular issue in London and between 2008 and 2013, 55 per cent of cycling fatalities involved a vehicle over 3.5 tonnes, despite these vehicles representing just 4 per cent of the road miles travelled in the capital. However,

*ONS Sub-National Population Projections (2011) (Principal Projection)

this issue is not restricted to collisions with cyclists – in London there were twice as many pedestrians and motorcyclists killed in collisions involving vehicles over 3.5 tonnes over the same period.

Analysis of the cycling figures found that a disproportionate number of the vehicles involved were construction related.

Addressing the challenge

As a result, Transport for London (TfL) commissioned a review of the construction logistics sector's transport activities with an aim of understanding the causes of collisions with vulnerable road users and how they may be prevented. The Construction Logistics and Cyclist Safety report was published in February 2013. The document highlighted issues with the way Work Related Road Risk (WRRR) was managed across the industry and raised concern over the limitations of current construction vehicle cab design with regard to minimising blind-spots.

Following the publication of this document a high profile event was held at City Hall in London on 2 May 2013 attended by construction logistics representatives who publicly demonstrated their commitment to change. Communication of findings of the report and buy in from the industry led to the formation of industry working groups which have identified what could be done to reduce the risks posed by large vehicles to cyclists and other vulnerable road users. One of the steps identified was to develop and promote adherence to a nationally recognised standard for managing WRRR.

On 4 September 2013, the Mayor of London, TfL and Department for Transport (DfT) announced plans for a joint industrial HGV Task Force to enforce regulations against construction HGVs and a review of national exemptions, demonstrating a high level of national commitment to addressing this issue.

The WRRR requirements within this document represent a key step in demonstrating the commitment of construction logistics industry organisations to improving road safety. Embedding work related road safety in our culture is critical if we are to develop the skills and capability to manage and embrace inevitable population growth and travel demand throughout the UK.

1.2 Development of a national standard

The *CLOCS Standard for construction logistics: Managing work related road risk* is the direct result of collaboration between developers, construction logistic operators and industry associations. This document draws together emerging practice from a number of individual standards, policies and codes of practice into one WRRR standard that can be implemented by developers and adhered to in a consistent way by fleet operators. Each requirement has been developed with the aim of reducing the risk of a collision between large goods vehicles in the construction sector and vulnerable road users such as cyclists and pedestrians.

The standard and requirements have been developed by the construction industry for use in the construction industry and may not be appropriate for other sectors within the logistics industry. Other logistics sectors are encouraged to consider this approach and to define a standard appropriate to their sector where needed.

Structure of the standard

The *CLOCS Standard for construction logistics: Managing work related road risk* provides the standard for both construction logistic operators and construction clients.

Sections 2.1 and 2.2 are applicable to both operators and clients. Sections 3.1 to 3.3 are aimed at construction logistic operators and cover the three core areas of managing operations, vehicles and drivers.

Section 3.4 covers essential elements of site and project safety, giving specific responsibility to the construction client.

Terminology

Each section states the **requirement** (this is the exact requirement to be adhered to), explains the **purpose** of the requirement and offers a **demonstration** (indicates how the requirement should be met and demonstrated).

Certain language is used within this document with the following meanings:

- **Fleet operator** – any organisation or part thereof which operates one or more vehicle(s)
- **Client** – an organisation employing fleet operator contractors. This may be a developer employing a primary contractor or a primary contractor employing a sub-contractor
- **Shall** – to indicate something which is mandatory as part of the requirement or in order to achieve the requirement
- **Should** – to indicate something which is recommended as emerging practice
- **May** – to indicate permission or an emerging practice option
- **Vulnerable road user** – a pedestrian, cyclist, motorcyclist or person of reduced mobility
- **Approved** – officially deemed acceptable by the client to meet a specific requirement or quality

Applicability and exemptions

2.1 Applicability

Scope

Applicable to all commercial vehicles delivering to, collecting from or servicing a project, premises or property where this standard applies unless otherwise indicated by the client.

All fleet operators serving contracts resulting in the use of vehicles for delivery and servicing activities are included in the scope of this standard unless otherwise indicated by the client.

All fleet operators shall comply with the standard in the timeframe instructed by the client in agreeing the contract. This shall not be more than 90 days from the start of a contract unless special circumstances apply.

This document applies to commercial vehicles ranging from vans over 3.5 tonnes gross vehicle weight to articulated vehicles over 44 tonnes gross vehicle weight, including abnormal indivisible loads and engineering plant.

Demonstration

Clients shall specify whether the standard applies within contracts based on their assessment of risk. The client will determine, within their own contracts, whether this standard:

- Applies to all vehicles or vehicles over 3.5 tonnes gross vehicle weight only
- Applies to non-construction vehicles such as those providing additional services (e.g. catering)

2.2 Exemptions

Scope

Under certain circumstances special exemptions may be granted, for example:

- Companies who deliver or service a site infrequently (to be specified by the contracting entity)
- Where it is proved to be neither practical nor possible to comply with a requirement in that the functionality of a vehicle will be impaired
- Utility companies who are not part of the project but who have a statutory undertaking to access assets on site

Demonstration

Based on an assessment of the level of risk, the client shall determine the definition of 'infrequent' within the contract.

Fleet operators shall present any case for exemptions to the client. They shall demonstrate why the exemption is necessary, rather than relying on current legal exemptions.

Clients may set their own criteria for which vehicle types fall into scope and any exemptions applied to specific operations.

CLOCS Standard for construction logistic operators and clients: Managing work related road risk

3.1 Operations

3.1.1 Quality operation

Requirement
Fleet operators shall ensure the transport operation meets the standard of an approved independent fleet management audit.

Purpose
To ensure a baseline level of compliance against all regulatory requirements relevant to the road transport operation.

Demonstration
This shall be demonstrated through current certification from an approved independent audit body (such as the Fleet Operator Recognition Scheme (FORS) or other FORS-equivalent standard).

Certification shall be within the period specified by the client / contracting entity. This period shall not be more than 90 days from contract award.

Certification shall be renewed on an annual basis.

For further information:

- www.fors-online.org.uk

3.1.2 Collision reporting

Requirement
Fleet operators shall capture, investigate and analyse road traffic collision information that results in injury or damage to vehicles and property. All collisions shall be reported to their client or contracting entity.

Purpose
To create transparency in the supply chain and enable fleet operators and clients to work together to mitigate the risk of road traffic collisions and prevent re-occurrence.

Demonstration
A log of all collisions shall be maintained which shall include details of all evidence required to investigate an incident.

Reporting shall include lessons learned and remedial measures identified to help prevent re-occurrence of similar incidents.

Fleet operators should use an approved reporting mechanism such as CLOCS Manager (www.clocs-manager.org.uk) to report all traffic collisions that result in injuries or damage to vehicles and property.

For further information:

- CLOCS Toolkit - Managing collision reporting and analysis

3.1.3 Traffic routing

Requirement
Fleet operators shall ensure that any vehicle routes to sites or premises specified by clients are adhered to unless directed otherwise.

Purpose
To reduce the probability of collisions on routes to and from sites and premises.

Demonstration
Fleet operators shall properly communicate any routing and access requirements provided by clients to all drivers accessing a site.

Mobile or very temporary sites (e.g. emergency street works) are not subject to a routing requirement.

The circumstances (if any) under which drivers may deviate from a specified route such as temporary road closure, or road traffic accidents shall be clearly specified by the client.

Please also see Section 3.4.5 - Traffic routing.

Fleet operators should provide driver training, briefings or pre-programmed navigation systems to ensure the driver is aware of the specified route, the circumstances (if any) of deviating from the route and the resulting consequences of not adhering to the route.

There should be clear evidence that any deviations from the route as notified by the client or the public authority are addressed with the driver. The driver may be required to sign to acknowledge the infraction.

Fleet operators may ask drivers to demonstrate that they have understood any traffic routing or site access requirements by signing for them.

3.2 Vehicles

3.2.1 Warning signage

Requirement
Fleet operators shall ensure that prominent signage is fitted to all vehicles over 3.5 tonnes gross vehicle weight that visually warns other road users not to get too close to the vehicle.

Purpose
To reduce the risk of close proximity incidents and increase road safety.

Demonstration
All vehicles over 3.5 tonnes gross vehicle weight shall display external pictorial stickers and markings to warn vulnerable roads users not to get too close to the vehicle.

Vehicles 3.5 tonnes gross vehicle weight or less may display external pictorial stickers to warn vulnerable roads users not to get too close to the vehicle.

Signage should not be offensive and should not give instructional advice to the vulnerable road user. The text point size should be legible by a cyclist at a reasonable distance from the vehicle.

3.2.2 Side under-run protection

Requirement
Fleet operators shall ensure fitment of side-guards to all rigid mixer, tipper and waste type vehicles over 3.5 tonnes gross vehicle weight that are currently exempt from fitment.

Purpose
To minimise the probability and severity of under-run collisions with vulnerable road users.

Demonstration
Fleet operators shall provide evidence that all rigid mixer, tipper and waste type vehicles over 3.5 tonnes gross vehicle weight are fitted with side-guards.

Fitment shall be on both sides of the vehicle unless this is proved impractical or impossible.

For further information:

- CLOCS Guide - vehicle safety equipment, sections 2.2, 2.3 and 2.4

3.2.3 Blind-spot minimisation

Fleet operators may consider purchasing vehicle with increased driver direct vision.

Requirement

Fleet operators shall ensure all vehicles over 3.5 tonnes gross vehicle weight have front, side and rear blind-spots completely eliminated or minimised as far as is practical and possible through a combination of fully operational direct and indirect vision aids and driver audible alerts.

Purpose

To improve visibility for drivers and reduce the risk of close proximity blind-spot collisions.

Demonstration

A combination of appropriate vision aids and driver audible alerts shall be fitted to the front nearside of all vehicles over 3.5 tonnes gross vehicle weight.

In addition, appropriate indirect vision aids shall also be fitted to the rear of all rigid vehicles over 7.5 tonnes gross vehicle weight.

Class V and VI mirrors shall be fitted to all vehicles where they can be mounted, with no part of the mirror being less than two metres from the ground.

All indirect vision systems shall be fully operational.

Fleet operators shall make regular checks and take all reasonable measures to ensure all indirect vision systems remain fully operational.

Fleet operators shall take steps to ensure that drivers recognise that use of indirect vision systems is an integral part of their job.

3.2.4 Vehicle manoeuvring warnings

Requirement

Fleet operators shall ensure all vehicles over 3.5 tonnes gross vehicle weight are equipped with enhanced audible means to warn other road users of a vehicle's left manoeuvre.

Purpose

To reduce the risk of close proximity collisions by audibly alerting vulnerable road users to vehicle hazards.

Demonstration

Vehicles over 3.5 tonnes gross vehicle weight shall be fitted with equipment to audibly warn vulnerable road users when a vehicle is turning left.

All vehicle manoeuvring warning systems shall be fully operational.

Fleet operators shall make regular checks and take all reasonable measures to ensure audible warning devices remain fully operational.

Fleet operators shall take steps to ensure that drivers recognise that activation of the device is an integral part of their job.

Vehicles over 3.5 tonnes gross vehicle weight should be fitted with operational equipment to audibly warn vulnerable road users when a vehicle is turning right or reversing.

Vehicles under 3.5 tonnes gross vehicle weight may be fitted with operational equipment to audibly warn vulnerable road users when a vehicle is reversing.

Enhanced audible warnings may be supplemented by visual warnings to vulnerable road users

Audible warning devices should be fitted with a manual on/off switch or reset button for circumstances, such as working at night, where it may be appropriate for the device to be de-activated.

For left-hand drive vehicles, the blind-spot is on the off-side and affects the vehicle when turning right. Audible warnings should therefore warn of a vehicle's right manoeuvre.

For further information:

- CLOCS Guide - vehicle safety equipment, section 2.5

3.3 Drivers

3.3.1 Training and development

Requirement

Fleet operators shall ensure that all drivers (including those exempt or not in scope of Driver Certificate of Professional Competence) undergo approved progressive training and continued professional development specifically covering the safety of vulnerable road users.

Purpose

To ensure that all drivers have the knowledge, skills and attitude required to recognise, assess, manage and reduce the risks that their vehicle poses to vulnerable road users.

Demonstration

Each driver shall undertake approved theoretical training which includes safety of vulnerable road users.

Awareness training on the safety of vulnerable road users shall be progressive throughout the life of the contract.

Drivers shall undertake training in the use and limitations of supplementary vehicle safety equipment.

Progressive training should include on-cycle hazard awareness and use an appropriate mix of theoretical, e-learning, practical and on the job training.

Training content should include but not be limited to:

- Induction to the company
- Induction to new contracts covering familiarisation with new routes, vehicle types and sites
- Refresher training to ensure knowledge and skills are fully embedded
- Remedial training to rectify any deficiencies identified through reported collisions or previous training

Where applicable this training may be aligned to Driver Certificate of Professional Competence.

3.3.2 Driver licensing

Requirement

Fleet operators shall ensure that a system is in place to ensure all drivers hold a valid licence for the category of vehicle they are tasked to drive and any risks associated with endorsements or restriction codes are effectively managed.

Purpose

To ensure that all drivers employed by the company hold a valid licence and any risks presented through an accumulation of endorsements are effectively monitored and managed.

Demonstration

To demonstrate that this requirement is fully met, fleet operators shall ensure that all driver licences and endorsements are verified through a service that directly accesses current Driver and Vehicle Licensing Agency (DVLA) data.

Frequency of licence checks should be against an approved risk scale and licences shall be checked as a minimum every six months.

Fleet operators shall have a policy in place to ensure drivers report all professional or personal driving infringements to the responsible person who runs daily transport operations.

For further information:

- CLOCS Guide - managing driver training and licensing

3.4 Standard for construction clients

3.4.1 Construction Logistics Plan

Requirement

Clients shall ensure that a Construction Logistics Plan is in place and is fully complied with.

Clients should approach this in a spirit of partnership with fleet operators, who may have valuable views on how to achieve safety goals.

Purpose

To reduce the negative transport effects of construction work on local communities and the environment by providing a tool to minimise construction trips and reduce the potential for collisions.

Demonstration

Clients shall produce an approved Construction Logistics Plan which includes measures to minimise vehicle trips and reduce the opportunities for collisions with vulnerable road users, for example by considering specific sites such as schools near to the site.

Clients shall ensure contractors are aware of and understand their obligations under the Construction Logistics Plan.

A Construction Logistics Plan may be produced in its own right, or as part of fulfilling the requirement within this standard.

3.4.2 Suitability of site for vehicles fitted with safety features

Requirement

Clients shall ensure that the condition of sites is suitable for vehicles fitted with safety features and side under-run protection.

Purpose

To ensure the site is suitable for all vehicle types fitted with safety features and side under-run protection.

Demonstration

Clients should carry out regular reviews of the topography of the site and where necessary implement diversions as the site landscape changes.

Clients should ensure that the ground is graded where the construction phase allows.

3.4.3 Site access and egress

Requirement

Clients shall ensure that access to and egress from the site is appropriately managed, clearly marked, understood and clear of obstacles.

Purpose

To reduce the risks associated with vehicles turning or reversing in order to access or egress from site.

Demonstration

Clients shall ensure that effective traffic management principles are adhered to.

Traffic management should first attempt to eliminate hazards by design e.g. one-way systems, traffic lights and calming measures.

Where visibility is restricted or where it is deemed necessary, clients should ensure that a trained marshall is available to assist with vehicle manoeuvring.

Where appropriate clients may consider the use of additional equipment such as blind-spot safety (e.g. Trixi) mirrors to aid the driver's view of the road.

3.4.4 Vehicle loading and unloading

Requirement

Clients shall ensure that vehicles are loaded and unloaded on-site as far as is practicable.

Purpose

To reduce risk of injury by segregating loading and unloading activity from the public.

Demonstration

Clients should provide a stable, graded surface on-site for vehicle loading and unloading.

Clients should ensure an appropriate person is nominated to manage all deliveries and collections to site and supervise the loading and unloading process.

Clients should identify a suitable 'off-loading area' and ensure that approved loading and unloading plans are in place.

3.4.5 Traffic routing

Requirement

Clients shall ensure that a suitable, risk assessed vehicle route to the site is specified and that the route is communicated to all contractors and drivers. Clients shall make contractors and any other service suppliers aware that they are to use these routes at all times unless unavoidable diversions occur.

Purpose

To ensure that construction traffic uses the safest and most appropriate routes to site.

Demonstration

Clients shall ensure that options to reduce peak hour deliveries to a site have been considered and where identified, arrangements to minimise peak hour deliveries implemented.

The circumstances (if any) under which drivers may deviate from a specified route such as a temporary road closure, or road traffic accidents shall be clearly specified by the client.

Please also see section 3.1.3 Traffic routing.

Mobile or very temporary sites (e.g. emergency street works) may not be subject to a routing requirement.

Clients should demonstrate this by distributing maps and any other vehicle routing information to all companies and drivers accessing the site.

Where appropriate, clients may consider the use of additional equipment such as blind-spot safety (e.g. Trixi) mirrors or LED indicator trailer lights at high risk junctions in the vicinity of the site.

3.4.6 Control of site traffic, particularly at peak hours

Requirement

Clients shall consider other options to plan and control vehicles and reduce peak hour deliveries.

Purpose

To reduce the risk of congestion and collisions in the vicinity of the site. To minimise site deliveries, collections and servicing access during peak hours.

Demonstration

Clients should demonstrate as part of their Construction Logistics Plan the options they have considered and acted upon to reduce the amount of trips to site during peak hours. This may include use of web / paper based delivery booking systems, consolidation centres, vehicle holding areas, deliveries during off-peak times or the use of alternative modes.

Care must be taken to ensure that undue pressure is not placed on drivers to meet time slots through contractual, economic or management pressure when using a delivery booking system.

For further information:

- Assistance for clients implementing the CLOCS Standard at their sites can be found in the CLOCS Compliance Toolkit

3.4.7 Supply chain compliance

Requirement

Clients shall ensure contractor and sub-contractor compliance with requirements 3.1.1 to 3.3.2.

Purpose

To ensure that requirements are being adhered to across the supply chain.

Demonstration

The client should ensure that it is a contractual requirement for the contractor to check vehicles entering site and to take the appropriate action under the contract.

The client should request from the contractor a plan and / or process for complying with the contract.

The client should also undertake regular audits of the contractor's process and compliance checks. This audit should include random vehicle compliance checks undertaken by the client.

The client may request that every reporting period the contractor should submit to the client a summary of those checks and details the corrective action taken in the case of non-compliance.

Case studies and considerations for implementation

4.1 Considerations for implementation

The aim is for the *CLOCS Standard for construction logistics: Managing work related road risk* to be included within construction logistics contracts, and adhered to as part of safe construction logistic operations. In implementing the standard, clients and operators should consider:

- Ensuring those responsible for procurement or tendering within the organisation are fully aware of the requirements, their purpose and the ways in which meeting the requirements can be demonstrated
- Update relevant health and safety and procurement policies and strategies to include the *CLOCS Standard* and requirements
- Ensure that potential suppliers, contractors and sub-contractors are informed of the *CLOCS Standard* and requirements as soon as possible in the procurement process for new contracts, and make clear reference to the *CLOCS Standard* and requirements within tender documentation
- Be realistic in the timeframes given to operators to comply in the case of variations to existing contracts (though within the 90 days stated in section 2.1)
- Set up a method of ensuring and monitoring compliance with the *CLOCS Standard* and requirements, and the actions to be taken in the case of non-compliance (as per requirement 3.4.7)

Influencing Work Related Road Risk through projects

Crossrail

In 2008, Crossrail Ltd accepted a statutory commitment to train lorry drivers working on the project. This was a first for the construction industry but it was also the catalyst for a range of initiatives that would see Work Related Road Risk (WRRR) introduced into Europe's largest civil engineering project. With intensive construction right in the heart of London, and thousands of vehicle movements each month, the health and safety of vulnerable road users became a key priority for the Crossrail project.

Launched in November 2009 Crossrail's award winning Lorry Driver Training programme has up-skilled 5,600 HGV drivers in 'sharing London's roads with vulnerable road users'. In April 2010 Crossrail introduced contract requirements that would see all transport operators, at every tier, undergo additional due diligence and scrutiny by becoming bronze accredited through the Fleet Operator Recognition Scheme (FORS). Additionally, contractors working for Crossrail also have to meet stringent safety requirements on vans and lorries by fitting additional safety systems; now known as the 'Crossrail standard'.

From the middle of 2009 to this day Crossrail has innovated, developed and introduced a range of initiatives demonstrating a world class approach to construction WRRR. The project has established a comprehensive strategy of engagement with supply chains, stakeholders and the general public to change behaviours, raise awareness and improve vehicles and junctions. Initiatives include a dedicated 'Vehicle and Driver Safety Working Group'; online resources for contractors; legal seminars covering the Corporate Manslaughter Act; Exchanging Places events with both City and Metropolitan Police; stringent compliance checking of vehicles and dedicated training for those involved; and road safety material translated into 18 different languages.

Collectively these interventions have redrawn the traditional boundaries of health and safety to reduce risks in supply chains associated with every HGV doing a Crossrail journey. Crossrail has effectively bought forward a legacy for the construction industry by demonstrating large projects can change and that you do not have to wait for legislation to introduce work related road risk.

In 2012 Crossrail was awarded the IOSH Transport and Logistics Award for Safety and in 2013 Crossrail won the Brake Fleet Award for Safer Vehicles.

Reducing road risk with a common standard

Lafarge Tarmac

Leading sustainable building materials group Lafarge Tarmac fully supports the FORS standard. It aligns with the company's commitment to be at the forefront of continually improving driver and vehicle safety standards, both within its own business and the wider industry. The company believes it is crucial for the industry to adopt a common safety standard which can deliver safety enhancements quickly and lead to behavioural change from drivers now and in the future.

Lafarge Tarmac has taken a proactive approach and has a number of initiatives underway, all of which support its commitment to improving safety for all road users. The company's entire London fleet has been fitted with new safety equipment, including side under-run bars and side sensors with external audible warnings. This standard is now being extended nationally across the business, with a plan to retro-fit 1,500 vehicles going forward.

The company has also recently begun a programme of FORS accreditation for all individual contract hauliers who work on its behalf. This equates to approximately 2,000 drivers and vehicles. In addition, all Lafarge Tarmac Transport Supervisors are receiving FORS audit training. This will ensure that the standard can be implemented at a national level and that work can be done with the contract haulier supply chain to provide advice on the required vehicle modifications.

Much of the company's work is being co-ordinated between its Transport and Safety and Health teams, led by the new role of Transport, Safety and Health Manager. Adding this position to the business structure underlines its commitment to reducing road risk across the Lafarge Tarmac fleet. The manager's remit includes leading on the company's 'Driving Safety' initiative. This sees its transport teams from across the UK working to deliver challenging plans that continually develop logistics safety standards by focusing on each aspect of the logistics and delivery process.

Implementation of policies and initiatives to improve vulnerable road user safety

Mineral Products Association (MPA)

The Mineral Products Association (MPA) is the trade association representing the aggregates, asphalt, cement, concrete and related industries. MPA members produce 90 per cent of these materials supplied in the UK and the sector is by far the biggest element of the construction supply chain, supplying over 200 million tonnes of materials annually.

For many years improving the health and safety of employees and contractors has been a major priority of the industry. In early 2011, as a result of increasing concerns about road safety and in particular the risk of collisions between delivery vehicles and cyclists, MPA launched a Cycle Safe Campaign with a six-point action plan comprising:

1. Promote driver and industry awareness
2. Promote cyclist and public awareness
3. Improve driver training
4. Encourage the use of appropriate vehicle technology
5. Liaison with schools
6. Work in partnership

There has been progress in all areas, for example the industry has implemented Driver Certificate of Professional Competence (CPC) approved Safeguarding Vulnerable Road Users training for industry drivers, focussed on the risks associated with construction delivery vehicles.

Member companies have strongly supported the Metropolitan Police Exchanging Places initiative in London and run similar public events outside London.

In 2012 MPA agreed a Vulnerable Road User Safety policy requiring extra driver training and the fitting of additional safety equipment to new vehicles and also a retro-fitting programme.

Given that the industry will continue to deliver materials to a changing mix of thousands of construction sites throughout the UK, MPA is clear that delivery vehicles will have to co-exist with cyclists and other vulnerable road users, as we all have a responsibility to help make our roads safer.

Hanson Cement Heavy Goods Vehicle (HGV) safety devices

Hanson Cement

Hanson Cement, part of the Heidelberg Cement Group, are a leading supplier of heavy building materials to the UK construction industry. With depots nationwide and a fleet of 190 HGVs Hanson are always looking to enhance operations and make continued safety and efficiency improvements.

Hanson have fitted a number of safety devices to their fleet in addition to mirrors to minimise the risk of collisions with vulnerable road users. Drivers have additional warnings when operating in busy urban areas. Hanson receive feedback on safety and other systems fitted to their vehicles, and drivers are adamant that the systems are of benefit and not a distraction whilst operating HGVs. Drivers carry out defect checks on the vehicle and report to the workshops if any additional safety features are inoperable.

Vehicles are fitted with four-way camera systems - one on the nearside, offside, front and rear. The nearside camera displays on the in-cab monitor when the nearside indicator is operated under 25mph. The rear camera will display on the in-cab monitor when the vehicle is reversing, giving drivers visibility of blind-spots when reversing or traversing to the nearside whilst changing lane or turning left.

Everyone is aware of the impacts of fatal accidents and these features are helping to reduce that risk. Data from the cameras can be downloaded to carry out investigations or incident reviews. The system records and stores the images for seven days allowing us to analyse both the precursor to and the collision and incident itself and establish the root causes with certainty. The system also offers security in terms of insurance claims.

Hanson fit nearside proximity sensors to their vehicles which give an audible warning in the cab so the driver can recheck the nearside of the vehicle, as well as giving an external spoken warning and flashing light to anyone in close proximity to the vehicle.

Hanson have also developed their own flashing sign warning cyclists to stay clear of the nearside of an HGV, especially when turning left. This will replace the standard sign currently seen on HGVs and is similar to the nearside camera in that it will activate when the vehicle is indicating left under 25mph.

Achieving vulnerable road user safety through contractual compliance

Costain

As a responsible company, Costain takes its role in society seriously and has taken action to tackle this key issue concerning construction logistics and vulnerable road user safety. Using industry best practice, Costain has established a set of measures and standards to prevent harm occurring from the interface between vulnerable road users and any of the vehicles involved within Costain's contracts.

The implementation of specific safety standards for vehicles that travel to and from Costain projects has commenced within the M25 with full compliance required during 2013. Costain are also working with their supply chain to progress the adoption of these standards outside of the M25 during 2014 with an aim to encourage the wider adoption of best practice in logistics and cycle safety across the construction industry.

The Costain standard specifies minimum requirements for all types of construction vehicles greater than 3.5 tonnes and minimum requirements for driver competence.

Inclusive within Costain's standard is a compulsory requirement for all contracts to undertake and establish a specific risk assessment and construction logistics management plan which will ensure their contracts ensure the safest travel route to and from Costain sites, minimising as much as possible the interface between construction vehicles and vulnerable road users.

Costain and its supply chain who operate vehicles greater than 3.5 tonne must achieve accreditation to bronze standard with the Fleet Operator Recognition Scheme (FORS). Compliance with Costain's standards is measured on all their contracts achieved by all vehicles being assessed upon entering Costain sites without exception, against a checklist.

Extending cycle safety standards beyond HGVs to mobile plant

Laing O'Rourke

Laing O'Rourke, together with its services and logistics provider Select, has fitted its entire nationwide fleet of HGVs with cameras and vulnerable road user safety equipment.

Select's camera systems have advanced recording capability that allows the company to use the recorded data to better understand how vehicle movements impact other road users. This has allowed Select to plan and adjust its operations to reduce risk. The camera systems are also a powerful tool in encouraging professional driving standards.

Select operates some of the largest items of construction plant in the industry. It takes a 'catch all' approach to vulnerable road user protection and has extended the HGV scheme to include mobile cranes and concrete pumps, which are not currently covered by HGV safety rules.

The programme has met with widespread driver approval and is being supported with the adoption of the new work related road risk standard nationwide.

London Construction Consolidation Centre

Wilson James

Wilson James's LCCC is the only dedicated consolidation centre in London, which supports materials management for construction in the capital. It is estimated to reduce supplier vehicles travelling to projects it supports by 68 per cent.

By investing in safety equipment for vehicles, and training for staff, the centre contributes to making the roads a little safer for all users.

LCCC vehicles are all fitted with Class V and VI mirrors, cyclist proximity sensors and side-guards to reduce the likelihood of incidents with cyclists and pedestrians. Warning signs for cyclists are displayed to the rear of vehicles and drivers are undertaking Driver Certificate of Professional Competency (DCPC) training and receiving regular toolbox talks on cycle awareness.

Drivers know their routes and do not block cycle lanes waiting near to site. Ninety-eight per cent of consolidated deliveries arrive on time.

Commitment to delivering progressive driver training

O'Donovan Waste Disposal Ltd

O'Donovan Waste Disposal Ltd is one of London's largest independent waste management companies and the only independent company to have achieved gold FORS accreditation.

Having started a driver focus group to gain a better understanding of what skills needed to be enhanced, an inclusive strategy for driver training and development was implemented in 2010.

Three years in and the commitment to training has helped ensure standards continually improved in health and safety and wellbeing, alongside improving sustainable development. All drivers have achieved NVQs in HGV driving, are Safe and Fuel Efficient Driving (SAFED) trained and hold CPC cards surpassing what is legally required.

Having participated in the pilot of the Crossrail e-learning initiative, it is now compulsory for all new starters to undertake as part of their induction the Crossrail one-day classroom interactive training and CSCS touch-screen health and safety training. All new drivers are allocated a 'buddy' who helps mentor them until they are familiar with the daily procedures. These include specified routes as planned by the transport manager which avoid cycling hotspots. Drivers are also encouraged to undertake the 'Safe Urban Driving' training course which includes an on-cycle session out on the road so drivers get to experience the cyclists view.

Drivers reports, identifying and celebrating efficient and safe driving, are circulated weekly, as well as updates about performance and training which are distributed via a newsletter.

Again, with their driver's participation and input, all O'Donovan HGVs are fitted with the side-scan detection systems, side impact bars, cameras, Fresnel lenses, warning triangles, fire extinguishers and cycle safety stickers. As a further demonstration of their commitment, O'Donovan has two in-house National Examination Board in Occupational Safety and Health (NEBOSH) trained staff, on hand to give employees and clients advice and assistance with any health and safety matters, including training.

In order to deliver training to fit with their drivers' requirements and without disrupting the service to clients, O'Donovan became a registered training centre. This enables delivery of training out of hours and on Saturdays. The managing director Jacqueline, is also now a qualified trainer delivering courses in-house.

Building a culture of cycle safety excellence

Mace Group

Mace is an international consultancy and construction company offering integrated services across the full property and infrastructure life cycle.

The safety of people is at the heart of what Mace does and the company is working to transform its approach to off-site construction logistics for the projects it delivers. Mace is proud to be part of the industry forum committed to improving road safety.

In line with the vision to develop a common industry standard that reduces risks posed by construction vehicles to vulnerable road users, Mace have implemented the following cycle safety measures:

- A robust review of project delivery arrangements such as routes to site, access arrangements, signage and barriers
- New FORS accreditation and registration requirements for suppliers delivering to Mace projects and new vehicle standards for fleet and transport operators in line with the proposed industry standard
- Earlier planning actions for construction logistics for projects
- New auditing processes for projects and across the supply chain
- Engagement with clients and their people through cycle safety events
- New training and development events for Mace staff, particularly those who cycle to and from work

Mace has a long-standing commitment to improve project start up processes; the company believes that effective planning and strong leadership will help to influence positive behaviours that help to create a safety culture.

Mace will continue its work to reduce risks to cyclists by setting high safety standards across all our business activities, and promoting a culture of safety excellence.

Next steps and further information

5.1 Next steps

The *CLOCS Standard for construction logistics: Managing work related road risk (WRRR)* is a key step in improving the management of work related road risk by providing a common standard for use by UK authorities and construction logistics clients and operators.

The standard is supported by supplementary guidance that will assist organisations in implementing and ensuring compliance with the requirements. Supplementary guidance has been produced in the same way as the requirements within this document – in close collaboration with construction industry organisations and associations.

The requirements within this document are to be kept under review in order to take into account collective feedback, new research findings and emerging practice in relation to managing work related road risk.

5.2 Further information

For further information visit www.clocs.org.uk

An electronic version of this document can be downloaded from the following link:

CLOCS Standard for construction logistics: Managing work related road risk (WRRR) 'A construction industry initiative to improve vulnerable road user safety'
http://www.clocs.org.uk/standard-for-clocs/

CLOCS Guides, Toolkits and associated forms can be downloaded from:
http://www.clocs.org.uk/clocs-guides/

· CLOCS Guide - Managing driver training and licensing

· CLOCS Guide - Managing work related road risk in contracts

· CLOCS Guide - Managing supplier compliance

· CLOCS Guide - Vehicle safety equipment

· CLOCS Toolkit - Managing collision reporting and analysis

· CLOCS Compliance Toolkit

Further useful information can be found in the following publications:

Construction logistics and cyclist safety - summary report
Transport Research Laboratory
http://www.trl.co.uk/online_store/reports_publications/trl_reports/cat_road_user_safety/report_construction_logistics_and_cyclist_safety_summary_report.htm

Construction logistics and cyclist safety - full technical report
Transport Research Laboratory
http://www.trl.co.uk/online_store/reports_publications/trl_reports/cat_road_user_safety/report_construction_logistics_and_cyclist_safety_technical_report.htm

Driving at work: Managing work-related road safety
Department for Transport / Health and Safety Executive
http://www.hse.gov.uk/pubns/indg382.pdf

Improving road safety through procurement
Transport for London
http://www.clocs.org.uk/wp-content/uploads/2014/05/improving-road-safety-through-procurement.pdf

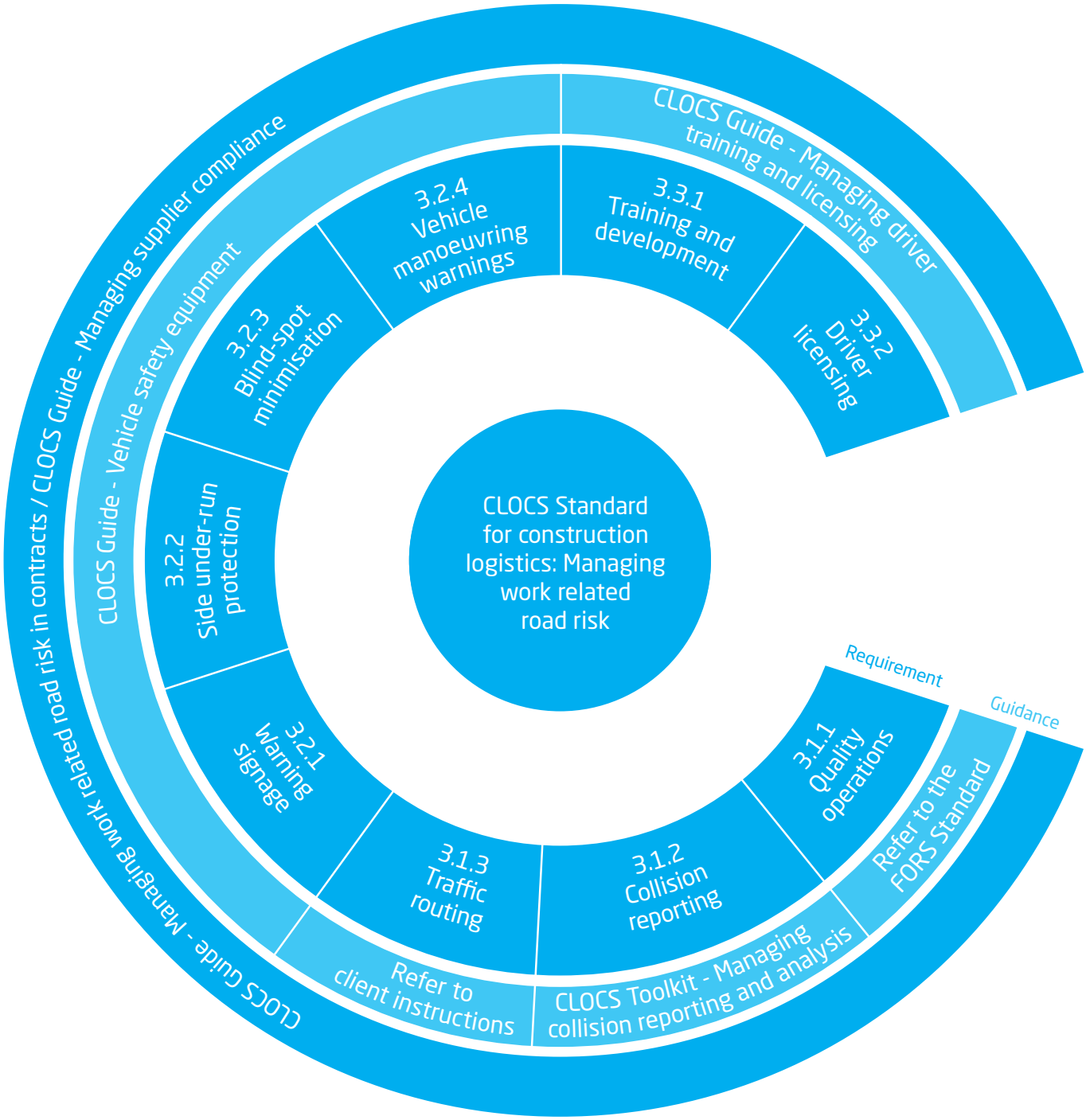
Construction Logistics Plan Guidance for developers
Transport for London
http://www.clocs.org.uk/wp-content/uploads/2014/05/construction-logistics-plan-guidance-for-developers.pdf

Construction Logistics Plan Guidance for planners
Transport for London
http://www.clocs.org.uk/wp-content/uploads/2014/05/construction-logistics-plan-guidance-for-planners.pdf

Further information on the Fleet Operator Recognition Scheme (FORS) is available from www.fors-online.org.uk

Notes

Notes


CLOCS Standard for construction logistics: Managing work related road risk
3.1.1 Quality operations
3.1.2 Collision reporting
3.1.3 Traffic routing
3.2.1 Warning signage
3.2.2 Side under-run protection
3.2.3 Blind-spot minimisation
3.2.4 Vehicle manoeuvring warnings
3.3.1 Training and development
3.3.2 Driver licensing
Requirement
Guidance
Refer to the FORS Standard
CLOCS Toolkit - Managing collision reporting and analysis
Refer to client instructions
CLOCS Guide - Managing work related road risk in contracts / CLOCS Guide - Managing supplier compliance
CLOCS Guide - Vehicle safety equipment
CLOCS Guide - Managing driver training and licensing

LB CAMDEN - CONTRACTOR 'WORK RELATED ROAD RISK' (WRRR)

MONITORING PROCEDURE

Introduction

Large Goods Vehicles (LGVs) (as defined by the European Union, as a vehicle over 3.5 tonnes) are disproportionately represented in fatal collisions with cyclists and pedestrians; 53% of cycle fatalities between 2008 and 2012 involved conflict with a LGV despite them only accounting for 4% of London's traffic.[1]

From January 2014, all new LB Camden contracts over £100k and/or 6 month duration which use LGVs are required to meet specific safety terms as outlined in the Council's contract documentation. This is called Work Related Road Risk (WRRR) and aims to mitigate the risk that LGVs pose to vulnerable road users. As of 2015, these are aligned with the Construction Logistics and Cycle Safety (CLOCS) standard.

Method

Contractors will be required to report their compliance with Camden's WRRR terms, at the outset of a new contract and where relevant, on an annual basis to their Contract Manager and the Cycle Safety Projects and Contracts Officer (CSPCO). Alongside self-certification, Camden will be conducting both desktop assessments and physical vehicle spot-checks to check Contractors' compliance with the terms. Note the monitoring procedure is indicative only and may be varied following further evaluation.

SELF REPORTING

Once a new Contract is awarded or renewed, the CPSCO will request via the Contract Manager that the Contractor self-certifies their compliance, as outlined below.
The CPSCO will draft an email with the following link https://consultations.wearecamden.org/culture-environment/work-related-road-risk-wrrr-construction-contracto to a survey for the contractor to self-certify their compliance. This will require them to answer questions and submit some evidence, such as their Fleet Operator Recognition Scheme (FORS) accreditation certificate. This email will be sent out via the Contract Manager.

The only WRRR terms which do not need to be in place by the contract start date, are:

- FORS (or equivalent) Bronze accreditation to be achieved within **90** days of the contract start date.
- Safer Urban Driving (SUD) (or equivalent approved progressive training course), to be completed every 3 years, ideally at the start of the contract. Refresher e-learning should be completed every 12 months.

The CPSCO will identify from the survey where the Contractor has not met any of the WRRR requirements and highlight any non-compliance and notify the Contract Manager. The CPSCO and/or the Contract Manager will then request any such non-compliance be rectified as soon as possible and once resolved, the Council should be notified by emailing WRRR@Camden.gov.uk with any supporting evidence attached, for example, of driver licences having been checked with the DVLA.
Appendix 1 demonstrates the compliance monitoring procedure for each of the WRRR terms, in table format.

SPOT CHECKING

Contractors should be made aware that spot checking will be conducted on a random and systemised basis to ensure that WRRR terms are being adhered to.

1. The CPSCO may conduct annual or more regular desk-based assessments of a contractor's compliance, for example, a check against the FORS database to ensure accreditation is still held.

2. Random physical spot checks will be undertaken of Contractor vehicles, primarily at LB Camden sites, but also possibly at a Contractor's depot, following completion of a risk assessment. Drivers will also be asked a few questions about their training record and who they work for. This should just take a few minutes. Appendix 1 outlines how each measure may be spot checked for compliance.

[1] 'Safer Lorry Scheme', Transport for London: January 2014 (pg 8),

LB CAMDEN - CONTRACTOR 'WORK RELATED ROAD RISK' (WRRR)

ENFORCEMENT PROCEDURE

Method

Alongside self-certification and spot-check monitoring that Contractors are compliant with the Work Related Road Risk (WRRR) terms, an enforcement programme is needed to mitigate and respond to any identified non-compliance. Enforcement of WRRR terms is intended to be:

- **An appropriate deterrent** – to increase compliance rates
- **Proportionate** – relative to the extent of non-compliance (e.g. scale and frequency of non-compliance) and also the extent of risk (e.g. risk posed to Vulnerable Road Users)
- **Consistent and efficient** – in being issued and done so immediately upon having been identified so that non-compliance can be rectified as soon as possible

The table below demonstrates the three stages of the enforcement escalation procedure. It should be noted that these do not have to be followed in order, neither does enforcement issued at one stage automatically lead to the next; this document is for information and does not prejudice the Authority's ability to issue a higher level of enforcement, if deemed appropriate.

Table 1: Enforcement Escalation Levels

LEVEL OF ENFORCEMENT ESCALATION	WHAT WILL BE DONE?
STAGE 1 – Breach of Contract Letter 1	A notification letter sent to the Contractor's Contract Manager (and maybe CEO/ Senior person), outlining the detail of the non-compliance and the need to demonstrate compliance urgently, within a specified timeframe, to remedy breach of contract. Support to rectify the issue may also be sign-posted
STAGE 2 – Breach of Contract Letter 2 and meeting with Contractor to resolve	If the issue is not rectified within the specified timeframe or a different area of non-compliance is identified, then a second notification letter will be sent and/or a meeting arranged with the Contractor to resolve the issue. Support may also be sign-posted
STAGE 3 – Non-compliance, breach, termination of Contract	If stage 1 and 2 do not bring about an improvement, then the option of termination of the contract remains as an option to the Council to pursue, based on the specific circumstances

Appendix 2 outlines the enforcement procedure and level of enforcement escalation (stage 1, 2, 3) resulting from specific non-compliant actions. It should be noted that these are indicative actions and timescales and the Authority reserves the right to assess any identified non-compliance on a case by case basis.

Please note any information held by the Council is potentially accessible under Freedom of Information (FOI) requests.

APPENDIX 1: COMPLIANCE MONITORING PROCEDURE

Output	Measure(s)	Method for Self Reporting	Contractor Evidence	Method for Spot Checking	Frequency of Spot Checks
Demonstrate basic legal compliance and best practice fleet management	Minimum FORS bronze (or equivalent) status achieved within **90** days	Self-Report with FORS certificate	Copy of Accreditation certificate (uploaded)	Cross-referenced against FORS database. Assessed by enforcement team via sticker	Annually to ensure renewal compliance OR ad hoc if a Contractor of concern
Drivers have a comprehensive understanding of the challenges of urban driving and are trained in how to protect vulnerable road users	Approved, progressive theoretical and practical training e.g. Safer Urban Driving (SUD) course every 3 years and eLearning module every 12 months	Self-report by confirming attendance, name of course and date	Evidence via individual course certificates (not requested) or training record e.g. CPC	Cross-referenced against SUD database listing or equivalent	At random after physical vehicle spot checks with individual driver name OR ad hoc if a Contractor of concern
Drivers are licensed to drive relevant vehicles and any endorsements are monitored	Driver Licence Checks- frequency according to risk scale	Self-report with confirmation and evidence showing driver licence checks completed	Response from DVLA or equivalent e.g. Advanced Check service	Driver shows existing licence or possibly with DVLA via phone with driver permission or via third party (associated cost)	At random during physical vehicle spot checks with driver permission OR ad hoc if Contractor of concern
Reduction of risk to cyclist of being crushed by rear wheels	Side-guards or under-run bars	Self-report confirming vehicles have side-guards installed	If not installed, email WRRR@Camden.gov.uk when complete evidence with invoice/receipt	Vehicle inspection with checklist and photos taken for desk-based follow up	Random physical vehicle spot checks
Elimination of vehicle blind spots or minimised as far as practical and possible	Installation of direct and indirect vision aids and driver audible alerts e.g. CCTV and side-scan sensors	Self-report confirming assessment of blind spots and eliminated by equipment installed	If not installed, email WRRR@Camden.gov.uk when complete, evidence with invoice/receipt	Vehicle inspection with checklist and photos taken for desk-based follow up	Random physical vehicle spot checks
Cyclists warned of an intended left-hand manoeuvre	Audible alarm notifies cyclists of left-hand manoeuvre	Self-report confirming vehicles have alarms	If not installed, email WRRR@Camden.gov.uk when complete,	Vehicle inspection with checklist and photos taken for desk-based	Random physical vehicle spot checks

		installed	evidence with invoice/receipt	follow up	
Cyclists aware of the risks of passing vehicles on the nearside	'Beware of Passing on Inside' Stickers	Self-report confirming vehicles have stickers installed	Email with evidence WRRR@Camden.gov.uk	Vehicle inspection with checklist and photos taken for desk-based follow up	Random physical vehicle spot checks
Collisions investigation and analysis	Use of CLOCS manager or equivalent	Email within 5 days of incident/ request	Email within 5 days	Collision reporting records	Ad hoc if a concern
Suitable traffic routes taken to site to minimise impact on vulnerable road users	Agreed traffic routing and deviations communicated	Self-report with map and/or route description	Copy of agreed route to site and contractor/ driver acknowledgement	Cross referenced with Construction Management Plan	Driver asked at physical vehicle spot check OR ad hoc if contractor of concern
Construction site traffic is well managed to minimise impact on vulnerable road users (client developer or primary contractor requirements)	• Construction Logistics Plan • Suitable site • Managed site access/egress • Managed vehicle loading/unloading • Traffic routing • Control of traffic • Supply chain compliance	Self-report evidencing method to manage site traffic	Description of methods and/or copy of Construction Management Plan	Cross referenced with Construction Management Plan. Observation during vehicle inspection visit	At random during physical vehicle spot checks OR ad hoc if Contractor of concern

Table 2: Enforcement Escalation Level per Nature of Non-Compliance

Work Related Road Risk Term	Examples of Nature of Non-Compliance	Risk Impact Rating (1 =L,2=M,3=H)	Enforcement Escalation Level
Fleet Operator Recognition Scheme (FORS) (or equivalent) accreditation within 90 days	Not achieved within 90 days of contract start date	1 (higher after ~120 days)	Stage 1 Stage 2 (after ~120 days); Stage 3 (after ~150 days)
	Accreditation removed at annual audit or due to illegal action	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Approved Driver Training	No training completed or a non-approved course is taken	2	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
	Training is not completed to the recommended frequency	1	Stage 1 or Stage 2 if in conjunction with other non-compliance issues
Driver Licence Check with	Not conducted at start of contract	1	Stage 1

DVLA in advance of Contract start date and at specified duration	Regular (monthly) checks not undertaken for drivers with 9-12 points	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Installation of Side-Guards on all LGVs	Side-guard not installed, loose or protruding	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Blind Spot Minimisation	No evidence provided to demonstrate blind spots eliminated and minimised as far as practical and possible, or evidence unsatisfactory – further steps could have been taken	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
	Blind spot minimisation technology is faulty, not functional or missing	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Installation of Left Hand Manoeuvre Warnings	Warnings not installed or not functional	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Installation of Cyclist Warning Stickers	No stickers or stickers dirty or loose	1	Stage 1
Monitoring, Reporting and Analysis of Collisions	Collision causing injury or fatality not reported within 5 days	2	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
	Collisions not being captured, investigated and analysed	3	Stage 2 or Stage 3 if in conjunction with other noncompliance issues

Traffic Routing	Suitable routes are not developed, appropriate or adhered to or deviations not communicated effectively	1 2	Stage 1 if one-off deviation or non-compliance Stage 2 if suitable routes not developed or repeatedly ignored
Requirements for Contractor with Site Management Responsibility **(client developer or primary contractor)**	The condition of the site prevents vehicles fitted with safety features accessing it	2	Stage 2
	Access to and egress from the site is not managed, marked or understood	1 2	Stage 1 if one-off non-compliance with access/egress rule Stage 2 if recurrent poor management or non-compliance of site access/egress
	Vehicles loaded/un-loaded on the carriageway rather than on-site (where feasible)	2	Stage 1 Or Stage 2 if in conjunction with other non-compliance issues
Subcontractors Compliance and Monitoring	Subcontractors compliance monitoring and enforcement not developed or implemented	2 3	Stage 2 if one-off instance not monitored /enforced or Stage 3 if full monitoring and enforcement procedure not developed or implemented (or in conjunction with other issues)

LB CAMDEN - CONTRACTOR 'WORK RELATED ROAD RISK' (WRRR)

MONITORING PROCEDURE

Introduction

Large Goods Vehicles (LGVs) (as defined by the European Union, as a vehicle over 3.5 tonnes) are disproportionately represented in fatal collisions with cyclists and pedestrians; 53% of cycle fatalities between 2008 and 2012 involved conflict with a LGV despite them only accounting for 4% of London's traffic.[1]

From January 2014, all new LB Camden contracts over £100k and/or 6 month duration which use LGVs are required to meet specific safety terms as outlined in the Council's contract documentation. This is called Work Related Road Risk (WRRR) and aims to mitigate the risk that LGVs pose to vulnerable road users. As of 2015, these are aligned with the Construction Logistics and Cycle Safety (CLOCS) standard.

Method

Contractors will be required to report their compliance with Camden's WRRR terms, at the outset of a new contract and where relevant, on an annual basis to their Contract Manager and the Cycle Safety Projects and Contracts Officer (CSPCO). Alongside self-certification, Camden will be conducting both desktop assessments and physical vehicle spot-checks to check Contractors' compliance with the terms. Note the monitoring procedure is indicative only and may be varied following further evaluation.

SELF REPORTING

Once a new Contract is awarded or renewed, the CPSCO will request via the Contract Manager that the Contractor self-certifies their compliance, as outlined below.
The CPSCO will draft an email with the following link https://consultations.wearecamden.org/culture-environment/work-related-road-risk-wrrr-construction-contracto to a survey for the contractor to self-certify their compliance. This will require them to answer questions and submit some evidence, such as their Fleet Operator Recognition Scheme (FORS) accreditation certificate. This email will be sent out via the Contract Manager.

The only WRRR terms which do not need to be in place by the contract start date, are:

- FORS (or equivalent) Bronze accreditation to be achieved within **90** days of the contract start date.
- Safer Urban Driving (SUD) (or equivalent approved progressive training course), to be completed every 3 years, ideally at the start of the contract. Refresher e-learning should be completed every 12 months.

The CPSCO will identify from the survey where the Contractor has not met any of the WRRR requirements and highlight any non-compliance and notify the Contract Manager. The CPSCO and/or the Contract Manager will then request any such non-compliance be rectified as soon as possible and once resolved, the Council should be notified by emailing WRRR@Camden.gov.uk with any supporting evidence attached, for example, of driver licences having been checked with the DVLA.
Appendix 1 demonstrates the compliance monitoring procedure for each of the WRRR terms, in table format.

SPOT CHECKING

Contractors should be made aware that spot checking will be conducted on a random and systemised basis to ensure that WRRR terms are being adhered to.

1. The CPSCO may conduct annual or more regular desk-based assessments of a contractor's compliance, for example, a check against the FORS database to ensure accreditation is still held.

2. Random physical spot checks will be undertaken of Contractor vehicles, primarily at LB Camden sites, but also possibly at a Contractor's depot, following completion of a risk assessment. Drivers will also be asked a few questions about their training record and who they work for. This should just take a few minutes. Appendix 1 outlines how each measure may be spot checked for compliance.

[1] 'Safer Lorry Scheme', Transport for London: January 2014 (pg 8),

LB CAMDEN - CONTRACTOR 'WORK RELATED ROAD RISK' (WRRR)

ENFORCEMENT PROCEDURE

Method

Alongside self-certification and spot-check monitoring that Contractors are compliant with the Work Related Road Risk (WRRR) terms, an enforcement programme is needed to mitigate and respond to any identified non-compliance. Enforcement of WRRR terms is intended to be:

- **An appropriate deterrent** – to increase compliance rates
- **Proportionate** – relative to the extent of non-compliance (e.g. scale and frequency of non-compliance) and also the extent of risk (e.g. risk posed to Vulnerable Road Users)
- **Consistent and efficient** – in being issued and done so immediately upon having been identified so that non-compliance can be rectified as soon as possible

The table below demonstrates the three stages of the enforcement escalation procedure. It should be noted that these do not have to be followed in order, neither does enforcement issued at one stage automatically lead to the next; this document is for information and does not prejudice the Authority's ability to issue a higher level of enforcement, if deemed appropriate.

Table 1: Enforcement Escalation Levels

LEVEL OF ENFORCEMENT ESCALATION	WHAT WILL BE DONE?
STAGE 1 – Breach of Contract Letter 1	A notification letter sent to the Contractor's Contract Manager (and maybe CEO/ Senior person), outlining the detail of the non-compliance and the need to demonstrate compliance urgently, within a specified timeframe, to remedy breach of contract. Support to rectify the issue may also be sign-posted
STAGE 2 – Breach of Contract Letter 2 and meeting with Contractor to resolve	If the issue is not rectified within the specified timeframe or a different area of non-compliance is identified, then a second notification letter will be sent and/or a meeting arranged with the Contractor to resolve the issue. Support may also be sign-posted
STAGE 3 – Non-compliance, breach, termination of Contract	If stage 1 and 2 do not bring about an improvement, then the option of termination of the contract remains as an option to the Council to pursue, based on the specific circumstances

Appendix 2 outlines the enforcement procedure and level of enforcement escalation (stage 1, 2, 3) resulting from specific non-compliant actions. It should be noted that these are indicative actions and timescales and the Authority reserves the right to assess any identified non-compliance on a case by case basis.

Please note any information held by the Council is potentially accessible under Freedom of Information (FOI) requests.

APPENDIX 1: COMPLIANCE MONITORING PROCEDURE

Output	Measure(s)	Method for Self Reporting	Contractor Evidence	Method for Spot Checking	Frequency of Spot Checks
Demonstrate basic legal compliance and best practice fleet management	Minimum FORS bronze (or equivalent) status achieved within **90** days	Self-Report with FORS certificate	Copy of Accreditation certificate (uploaded)	Cross-referenced against FORS database. Assessed by enforcement team via sticker	Annually to ensure renewal compliance OR ad hoc if a Contractor of concern
Drivers have a comprehensive understanding of the challenges of urban driving and are trained in how to protect vulnerable road users	Approved, progressive theoretical and practical training e.g. Safer Urban Driving (SUD) course every 3 years and eLearning module every 12 months	Self-report by confirming attendance, name of course and date	Evidence via individual course certificates (not requested) or training record e.g. CPC	Cross-referenced against SUD database listing or equivalent	At random after physical vehicle spot checks with individual driver name OR ad hoc if a Contractor of concern
Drivers are licensed to drive relevant vehicles and any endorsements are monitored	Driver Licence Checks- frequency according to risk scale	Self-report with confirmation and evidence showing driver licence checks completed	Response from DVLA or equivalent e.g. Advanced Check service	Driver shows existing licence or possibly with DVLA via phone with driver permission or via third party (associated cost)	At random during physical vehicle spot checks with driver permission OR ad hoc if Contractor of concern
Reduction of risk to cyclist of being crushed by rear wheels	Side-guards or under-run bars	Self-report confirming vehicles have side-guards installed	If not installed, email WRRR@Camden.gov.uk when complete evidence with invoice/receipt	Vehicle inspection with checklist and photos taken for desk-based follow up	Random physical vehicle spot checks
Elimination of vehicle blind spots or minimised as far as practical and possible	Installation of direct and indirect vision aids and driver audible alerts e.g. CCTV and side-scan sensors	Self-report confirming assessment of blind spots and eliminated by equipment installed	If not installed, email WRRR@Camden.gov.uk when complete, evidence with invoice/receipt	Vehicle inspection with checklist and photos taken for desk-based follow up	Random physical vehicle spot checks
Cyclists warned of an intended left-hand manoeuvre	Audible alarm notifies cyclists of left-hand manoeuvre	Self-report confirming vehicles have alarms	If not installed, email WRRR@Camden.gov.uk when complete,	Vehicle inspection with checklist and photos taken for desk-based	Random physical vehicle spot checks

		installed	evidence with invoice/receipt	follow up	
Cyclists aware of the risks of passing vehicles on the nearside	'Beware of Passing on Inside' Stickers	Self-report confirming vehicles have stickers installed	Email with evidence WRRR@Camden.gov.uk	Vehicle inspection with checklist and photos taken for desk-based follow up	Random physical vehicle spot checks
Collisions investigation and analysis	Use of CLOCS manager or equivalent	Email within 5 days of incident/ request	Email within 5 days	Collision reporting records	Ad hoc if a concern
Suitable traffic routes taken to site to minimise impact on vulnerable road users	Agreed traffic routing and deviations communicated	Self-report with map and/or route description	Copy of agreed route to site and contractor/ driver acknowledgement	Cross referenced with Construction Management Plan	Driver asked at physical vehicle spot check OR ad hoc if contractor of concern
Construction site traffic is well managed to minimise impact on vulnerable road users (client developer or primary contractor requirements)	• Construction Logistics Plan • Suitable site • Managed site access/egress • Managed vehicle loading/unloading • Traffic routing • Control of traffic • Supply chain compliance	Self-report evidencing method to manage site traffic	Description of methods and/or copy of Construction Management Plan	Cross referenced with Construction Management Plan. Observation during vehicle inspection visit	At random during physical vehicle spot checks OR ad hoc if Contractor of concern

Table 2: Enforcement Escalation Level per Nature of Non-Compliance

Work Related Road Risk Term	Examples of Nature of Non-Compliance	Risk Impact Rating (1 =L,2=M,3=H)	Enforcement Escalation Level
Fleet Operator Recognition Scheme (FORS) (or equivalent) accreditation within 90 days	Not achieved within 90 days of contract start date	1 (higher after ~120 days)	Stage 1 Stage 2 (after ~120 days); Stage 3 (after ~150 days)
	Accreditation removed at annual audit or due to illegal action	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Approved Driver Training	No training completed or a non-approved course is taken	2	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
	Training is not completed to the recommended frequency	1	Stage 1 or Stage 2 if in conjunction with other non-compliance issues
Driver Licence Check with	Not conducted at start of contract	1	Stage 1

DVLA in advance of Contract start date and at specified duration	Regular (monthly) checks not undertaken for drivers with 9-12 points	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Installation of Side-Guards on all LGVs	Side-guard not installed, loose or protruding	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Blind Spot Minimisation	No evidence provided to demonstrate blind spots eliminated and minimised as far as practical and possible, or evidence unsatisfactory – further steps could have been taken	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
	Blind spot minimisation technology is faulty, not functional or missing	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Installation of Left Hand Manoeuvre Warnings	Warnings not installed or not functional	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Installation of Cyclist Warning Stickers	No stickers or stickers dirty or loose	1	Stage 1
Monitoring, Reporting and Analysis of Collisions	Collision causing injury or fatality not reported within 5 days	2	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
	Collisions not being captured, investigated and analysed	3	Stage 2 or Stage 3 if in conjunction with other noncompliance issues

Traffic Routing	Suitable routes are not developed, appropriate or adhered to or deviations not communicated effectively	1 2	Stage 1 if one-off deviation or non-compliance Stage 2 if suitable routes not developed or repeatedly ignored
Requirements for Contractor with Site Management Responsibility **(client developer or primary contractor)**	The condition of the site prevents vehicles fitted with safety features accessing it	2	Stage 2
	Access to and egress from the site is not managed, marked or understood	1 2	Stage 1 if one-off non-compliance with access/egress rule Stage 2 if recurrent poor management or non-compliance of site access/egress
	Vehicles loaded/un-loaded on the carriageway rather than on-site (where feasible)	2	Stage 1 Or Stage 2 if in conjunction with other non-compliance issues
Subcontractors Compliance and Monitoring	Subcontractors compliance monitoring and enforcement not developed or implemented	2 3	Stage 2 if one-off instance not monitored /enforced or Stage 3 if full monitoring and enforcement procedure not developed or implemented (or in conjunction with other issues)

WRRR TERMS: SUPPORTING GUIDANCE – FAQs

Why We Are Doing This

1. **What is Work Related Road Risk (WRRR)?**
   WRRR relates to requirements on companies with a fleet of large vehicle (over 3.5 tonnes) to operate best practice management of their fleet, including for example, installing additional vehicle safety equipment (such as to reduce blind spots), undertaking driver training and achieving accreditation via best practice schemes.
   Almost one third of traffic on London's roads is 'work-related'. Most work places and in particular Construction sites, have very stringent Health and Safety (H&S) requirements, however once a vehicle and driver leaves its place of work, the employers H&S policies usually do not apply to the same extent. WRRR recognises this and encourages organisations to take responsibility for the safety and management of their vehicles which are still working for them, in the public realm.

2. **Why has Camden adopted Work Related Road Risk (WRRR) terms?**
   Fatalities caused by large vehicles have become increasingly high profile in London over recent years and are disproportionately caused by larger vehicles. Of cycle fatalities between 2008 and 2012, 53% of them involved conflict with a large vehicle over 3.5 tonnes, despite them only accounting for just 4% of London's traffic. Furthermore, cycling rates have dramatically increased in recent years and are likely to continue to do so alongside London's predicted increase in population and the Mayor's target to double cycling rates over the next 10 years.
   Camden is committed to improving road safety whilst promoting sustainable transport and has the potential to reduce risk for vulnerable road users (cyclists and pedestrians) by working with its own Contractors. Camden's own vehicle fleet are compliant with the terms and Camden is a FORS silver accredited organisation.

3. **What is the contract threshold for applying the WRRR terms?**
   At the present time, WRRR terms will not be applied to all contracts, but only those defined as longer-term contracts of 6 months or more **and** contracts valued at above £100k pa. This is minimum standard that Camden strives to meet, **however in areas where the risk posed to vulnerable road users are deemed to be higher, these two contract thresholds can be assessed independently.** Therefore, contracts over £100k pa but less than 6 month duration may be considered in-scope. High risk contracts are defined in FAQ 12, as all construction contracts or contracts with regular vehicle movements, of >10/month.

4. **Are any other Organisations doing this?**
   Crossrail and TfL include WRRR terms in all their contracts for both their primary contractors and their supply chain. Crossrail checks compliance of every vehicle arriving on-site and turns those away who are non-compliant.
   Camden is the first borough to include WRRR terms into its contracts, although the City of London also requires FORS accreditation and is implementing WRRR. The Mayor and TfL recommend that all boroughs adopt similar terms for their Contractors. Therefore it is increasingly likely to become a requirement for contractors tendering for work, especially in the construction sector. See FAQ 5 and 6 below.

5. **What are the added benefits of complying?**
   There are significant benefits for fleet operators taking the lead and adopting Work Related Road Risk terms:
   - *Reduced insurance premiums* – becoming Fleet Operator Recognition Scheme (FORS) or equivalent accredited, installing safety measures, undertaking further driver training

and analysing collisions, will all be seen favourably by insurers and help to bring insurance premiums down.

- *Savings from reduced fuel usage, incidents and fines/charges* – Becoming a member of FORS can bring significant savings in fuel costs, through reduced collisions or incidents and also fines or charges. For example, over a 4 year period FM Conway reduced their incidence of penalty charge notices by 78%, insurance costs by 46% and their third party costs by 47%. These are permanent financial and environmental savings, which mitigate the one-off costs of complying.
- *Good corporate social responsibility* – Becoming FORS accredited and building WRRR into day to day operations, demonstrates a fleet operator's commitment to road safety and may help achieve corporate social responsibility targets as well as your health and safety obligations. A commitment to WRRR also reduces the likelihood of prosecution via the Corporate Manslaughter Act (2008), and so being fully compliant demonstrates a commitment to cycle safety, thereby mitigating this risk.
- *Competitive advantage* - Companies are increasingly requiring contractors to adhere to WRRR and demonstrate their compliance. Crossrail, TfL and often developers have set this precedent and other local authorities are encouraged to by the Mayor of London and Transport Commissioner, so being fully compliant may help set companies apart from their competition and help to secure contracts. The Construction sector is going one step further – see FAQ 7 below.

6. **What else is Camden doing to reduce the number of large vehicles in the borough?**
   To reduce the number of large vehicles on the road, Camden is piloting an innovative project in conjunction with LB Enfield and Waltham Forest via use of a Consolidation Centre in Edmonton to reduce the number of separate delivery vehicles that are needed to visit Council properties. The 'last mile' delivery is then completed by fewer vehicles, with a low or zero carbon impact, which are also FORS accredited, to reduce risk to vulnerable road users and their associated environmental impact. See http://www.lamiloproject.eu/london-camden/.

7. **What is the Construction Logistics and Cycle Safety (CLOCS) Standard?**

   CLOCS has been developed in collaboration by construction logistic operators, developers and industry associations to provide one single standard for best practice road safety for the industry. Developers will increasingly begin asking Construction fleet operators to adhere to this standard which has significant overlap with WRRR terms, however specifically aimed at the industry and size of vehicle common to construction projects. It includes additional requirements such as traffic routing and peak hour management. See the CLOCS website for further information: http://www.clocs.org.uk/ Camden is a CLOCS Champion and is working on a trial with TfL to implement the standard as a planning requirement. More details can be found at: www.camden.gov.uk/CLOCS

Cost and Scope

8. **What are the requirements and the costs of complying with WRRR?**

Requirement	Cost	Comments

1 - FORS bronze membership	Accreditation and audit costs dependent on level, fleet size and number of operating centres. Ranges from a few hundred to a few thousand if a national operator.	Costs are set out on the FORS website: http://www.fors-online.org.uk/cms/news/2994/ This entitles operators to: Advice, guidance and campaign toolkits; Performance management system and supporting tools; e-learning modules; Regular news and bulletins; Offers and discounts from FORS Associate suppliers; www.fors-online.org.uk; free CPC training for HGV drivers; Safety training for van drivers; Best practice workshops for managers. There are currently nearly 4,000 companies actively registered with FORS and nearly 3,000 accredited. Costs can be reduced by achieving silver accreditation, which WRRR compliant contractors can easily achieve as necessary safety equipment is already installed, this is because an in person bronze audit then only needs to happen every 2 years.
2a –Side guards	Side guards cost approx. £223 or £179, (*depending on vehicle type and size*) with 20% FORS discount. (note: this is required by law on most large vehicles)	Side guards are a legal requirement under UK law for most vehicles and proposed for most vehicles in London under the Safer Lorries Scheme (summer 2015); although some vehicles are exempt (e.g. road sweepers). Vehicle side guards are subject to strict checks during annual vehicle testing in compliance to EC Directive 89/297/EEC and UK law. For vans with solid bodies side guards are not suitable, though high visibility markings (that can be installed at a cost of about £100 per vehicle) can improve visual clarity of the vehicle's presence.
2b – Blind spot minimisation - close proximity warning system (sensors, nearside CCTV), (or Fresnel lens), Class VI mirror	Costs will vary depending on the vehicle concerned.	Close proximity warning systems cost in the region of £500 (depending on size and type of vehicle). Fresnel lens cost just a few pounds. Class VI mirrors (costs ~£70-£185) are a legal requirement for vehicles >3.5t registered after January 2000, and will become mandatory for all vehicles in London under the proposed Safer Lorries Scheme in London (from summer 2015)
2d – Cyclist warning sign 	These are available to FORS accredited companies at **zero cost.**	The sign warns cyclists of the dangers of passing the vehicle on the inside. Ideally these should read 'blind spot – take care 'as per TfL agreement with cycling campaign groups, or 'beware of passing' rather than 'stay back'. These can be ordered here: https://www.fors-online.org.uk/index.php?page=A_STORE
3- Driver Licence	These can be completed for **free**	Alternatively, this can be done via a Licence Validation service for checking multiple drivers at

Checks	with the drivers permission directly with the DVLA	one time. Costs vary per company and depending upon the number of driver's validation is required for. FORS have partnered with AdvancedCheck who offer a flat rate of £4.95 per driver per check or a £100 discount with over 50 drivers.
4a – Cycle awareness training	The Safer Urban Driver (SUD) training module is offered **free** through FORS.	The SUD module can count towards CPC training (compulsory 35 years training per 5 years per driver, introduced by the European Commission – phase starting Sept 2014), though drivers will need to pay £9.25 (upload fee). Only drivers on the contract have to complete the course.
4b - e-Learning Modules	Modules are **free** via the FORS website	The 'safety' module takes an hour and 5 minutes and the 'cycle safety' module 30 minutes and can be completed anytime online. Only drivers on the contract have to complete the course.

9. **Who will pay for the costs of complying?**
   It is expected that Contractors will meet the costs of complying or paying for any new equipment, (where such equipment is not currently installed) for their vehicles as WRRR is increasingly becoming the best practice standard for Fleet Operators. FAQ 4 demonstrates some of the additional benefits being compliant can bring. Furthermore discounts can be offered for operators who are FORS accredited. Most other WRRR requirements are free of charge, but instead require management commitment to comply with.

10. **Which vehicles are included?**
    Any vehicle over 3.5 tonnes is in-scope, as a rule of thumb this is anything larger than a Luton-transit type van, however this depends upon the use of the vehicle, as some transit vans with specific uses may be over 3.5t. To clarify, at the present time, no vehicle of 3.5 tonnes and under is included. Fleet Operators should be able to identify which vehicles will be used to deliver the contract and their relevant tonnage, measured as permissible gross vehicle weight (GVW), also known as mass authorised weight (MAM). Use of any trailers should also be considered when assessing weight thresholds. More information can be found at: https://www.gov.uk/vehicle-weights-explained.

11. **Are sub-contractors or supply chains included?**
    For construction contracts, all sub-contractors and supply chains making repeat deliveries to the site in vehicles >3.5tonnes are subject to the terms. You must therefore include the WRRR terms in your contracts with your subcontractors, to make them aware of their obligations.

    For non-construction contracts, WRRR terms apply to the principal Contractor only in most cases, **however** it is the intent of the WRRR scheme to significantly improve road safety for vulnerable road users and therefore if the services a Contractor delivers for Camden are delivered entirely by supply chain partners and/or sub-contractors **or** considered high risk from a WRRR road-users perspective, then sub-contractors must also fully adhere to the WRRR terms. High-risk is defined in FAQ 12 below and relates to use of construction vehicles and/or frequent large vehicle usage. Therefore this will be assessed on a case by case basis. At present, sub-contractors/supply chains providing one-off deliveries (no more than 1 vehicle movement per contract) will not be monitored and enforced against, however, primary contractors should endeavour to promote the WRRR terms to their entire supply chain where the high-risk category is applicable. Camden aims in due course

to extend the scope of the scheme to *automatically* include sub-contractors; therefore we recommend that you begin discussing this with your supply chains.

12. **What is considered WRRR 'high-risk' when assessing inclusion of sub-contractors or contract threshold?**
FAQ 3 states that financial / length contract thresholds will be assessed independently and FAQ 11 states sub-contractors will be included, when a contract is considered 'high-risk' for vulnerable road users from a WRRR perspective.
High risk in this instance is defined as:
    1. Any contract involving construction vehicles (tippers, scaffolding Lorries, skip Lorries, plant vehicles (including volumetrics) or any vehicle involved in the construction or waste industry over 3.5t.
    2. If 1 above does not apply, then high-risk is also defined as contracts operating large vehicles regularly (e.g. daily or over 10 times within any one month) for the LB Camden contract (including primary contractor and supply chain).

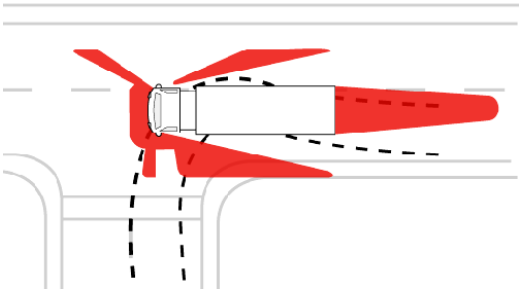
If **either** of these conditions applies, then WRRR terms will apply to subcontractors (irrespective of whether) the contract is over £100k in value **or** (irrespective of whether it's over) 6 months duration.

Accreditation Schemes

13. **What is considered an acceptable alternative to the Fleet Operator Recognition Scheme (FORS)?**
The only currently accepted alternative Scheme is the Van Excellence scheme which is open to all Fleet Operators who utilise vehicles with use of vans.
Those accredited via Van Excellence can be automatically submitted for a FORS audit.

Vehicle Safety Equipment

14. **What does point 2.ii about minimising blind spots mean??**
TfL state that even though a vehicle may be fully legally compliant, there are still significant blind spots of up to 15%, as demonstrated by the diagram below.



To reduce blind spots on the nearside (left), such as left hand manoeuvres featuring in cyclist fatalities, there are various technology options including:

- Sensors alert the driver to a vulnerable road user located on the near-side and feed into an in-cab display or audible alarm. Ideally there should be no minimum speed setting on these.
- CCTV cameras are front-mounted, rear facing cameras showing the nearside blind spot, with an in-cab display.
- Fresnel lens or additional mirrors can also help reduce blind spots
- Class V/VI mirrors are mandatory in most vehicles and reduce the front and nearside blind spot.

Both cameras and sensors should be linked to an external verbal or audible alarm (e.g. white noise or 'this vehicle is turning left') to notify the cyclist or pedestrian of the next manoeuvre. Note FAQ 16

and proposed research by the Transport Research Laboratory which should be available from spring 2015.

You should be able to demonstrate that you have made an assessment of your vehicles to ensure blind spots are eliminated and minimised as far as practical and possible. You will be asked to provide evidence to demonstrate that you have done this. This may be in conjunction with getting advice from suppliers and FORS or a Transport Association. FORS offer a useful tool to help identify which equipment is most suitable for your vehicles: http://www.fors-online.org.uk/index.php?page=RS1_4_02B&return=RS1_4

15. **When should a Class VI mirror be installed?**
A class VI mirror or 'Cyclops' mirror removes the blind spot directly in front of the vehicle. This is required when it can be properly mounted, with no part of the mirror being less than two meters from the ground; therefore in most cases vans are excluded. Note the proposed Safer Lorry Scheme will mandate this for most vehicles from summer 2015.

16. **When is a Fresnel lens a suitable alternative to a front-mounted CCTV/ close proximity system?**

A front-mounted CCTV or close proximity system, consisting of a front-mounted, but rear facing nearside CCTV camera with in-cab display, is usually preferable to a Fresnel lens. This is because they offer a constant view of the nearside blind spots, usually combined with a visual/audible alarm, resulting in the driver being alerted of the presence of a cyclist or pedestrian, reducing the need to regularly look left at the Fresnel lens. A TfL study of drivers found that for nearly all who had CCTV cameras installed, after some initial adaptation time, found them very useful and almost more so than a Fresnel lens and consequently an essential item for urban driving. Of drivers asked, 100% of those with a forward facing camera, 97% a near side camera, 93% an all-round camera and 95% a reversing camera, found them to be useful.
Please contact WRRR@Camden.gov.uk if you believe you have justifiable reason to use a Fresnel lens instead of a CCTV camera and in-cab display.
The Transport Research Laboratory is developing a methodology that will be able to test and evaluate the most appropriate technology to reduce blind spots. This will be shared with contractors by autumn 2014, to help inform which system is preferred for large vehicles.
Note FAQ 14 and your obligation to demonstrate that blind spots have been eliminated and minimised as far as practical and possible.

Driver Checks and Training

17. **How can I get my driver's licences checked or validated?**
This can be done on an individual basis if the driver is present and in agreement, by telephoning the DVLA directly. However, you can validate all your driver's licences in one go, as per the frequency specified by our terms. FORS have partnered with AdvancedCheck who offer 24/7 checks and alerts about urgent issues: http://www.fors-online.org.uk/index.php?page=P_DRIVER_LICENCE_CHECK&return=P_WHY_INTRO

18. **What is considered Approved Driver Training?**
The Safer Urban Driving (SUD) course is the recommended, JAUPT approved driver training that drivers should undertake. It consists of 3.5 hours theory and 3.5 hours practical session, including cycling, that can contribute towards drivers Certificate of Professional Competence (CPC) driver training which requires them to undertake 35 hours every 5 years. There may be acceptable

substitutes depending upon the industry the Contractor is in, but please contact us to discuss if you wish to undertake an alternative course. Evidence of attendance may be requested.
Camden offers SUD courses at a time and location to suit you, please contact WRRR@Camden.gov.uk for more information.

19. **How long does it take to complete the e-Learning modules?**
    The 'cycle safety' and 'safety' modules take approximately 30 minutes and an hour and five minutes respectively and each driver should complete one module annually.

20. **Which drivers need to undertake training?**
    You should endeavour for every driver who will work on the contract for LB Camden to undertake a driver training course (e.g. Safer Urban Driving) and a relevant e-Learning module (see above). See FAQ 18/19.

Monitoring and Enforcement

21. **How will compliance be monitored?**
    Contractors will be asked to complete an online self-certification survey once appointed, via We Are Camden. This will be explained in full in the Monitoring and Enforcement Procedure, available on Essentials.

22. **What is the Enforcement Procedure?**
    If WRRR terms are breached and non-compliance identified, there is a staged enforcement procedure, depending upon the severity and frequency of the non-compliance. This will be outlined in the Monitoring and Enforcement Procedure, available on Essentials.

Contract Related Queries

23. **How do I get the WRRR requirements into the contract documentation?**

    Contract Managers should see the separate guide on Essentials for how to ensure WRRR terms are included in the contract documentation for relevant contracts.

Support and Guidance

24. **What support does LB Camden offer to help Contractors meet their WRRR requirements?**
    - We offer free Safer Urban Driver training courses for approximately 20 drivers per course, which can be organised at a convenient time and location for your company. We also have set dates for your drivers to attend if you have fewer than 20 drivers. Contact WRRR@Camden.gov.uk for more information.
    - We can sign-post you to further help with TfL and/or FORS – see FAQ 24 below.
    - We can put you in touch with other organisations who have embraced WRRR to support you and share ideas.
    - We have support documents explaining the requirements, especially monitoring and enforcement, in more detail.
    - We can meet you and your Contractors to discuss compliance and any issues you may have.
    - We'll email Contractors periodically with updates, offers and best practice advice.

25. **Where can I find further information and guidance?**
    - Camden Work Related Road Risk page: www.camden.gov.uk/work-related-road-risk
    - Construction Logistics and Cycle Safety (CLOCS): http://www.clocs.org.uk/

- Crossrail requirements: http://www.crossrail.co.uk/construction/road-safety-information/
- Camden Transport Strategy and free cycle training: http://www.camden.gov.uk/ccm/navigation/transport-and-streets/cycling-in-camden/
- DVSA – Drivers of lorries, coaches or buses: https://www.gov.uk/browse/driving/drivers-lorries-buses
- DVSA – Being a goods vehicle operator: https://www.gov.uk/being-a-goods-vehicle-operator
- DVSA - Driver CPC for lorry, coach and bus drivers: https://www.gov.uk/driver-certificate-of-professional-competence-cpc
- DVSA - Vehicle weights explained: https://www.gov.uk/vehicle-weights-explained
- e-Learning modules: http://www.fors-online.org.uk/index.php?page=AE_INTRO&return=PTE_INTRO#hash_1_2
- Fleet Operators Recognition Scheme (FORS): http://www.fors-online.org.uk/index.php?page=P_LANDING
- FORS Discounts and Offers: http://www.fors-online.org.uk/index.php?page=POL_INTRO&return=P_WHY_INTRO
- FORS Advanced Check Driver Licence Checks: http://www.fors-online.org.uk/index.php?page=P_DRIVER_LICENCE_CHECK&return=P_WHY_INTRO
- Safer Urban Driving courses: http://www.fors-online.org.uk/index.php?page=NOTFOUND&target=SAFE_URBAN_DRIVING&return=
- Van Excellence scheme: http://issuu.com/ftahermes/docs/_fta_van_excellence_supplement_web
- Work Related Road Risk (WRRR) TfL: http://www.tfl.gov.uk/info-for/freight/safety-and-the-environment/managing-risks-wrrr

26. What should I do if I have any more questions?

Email WRRR@Camden.gov.uk or call 020 7974 5478. Alternatively LB Camden Procurement or Legal team should be able to assist with contract related queries.

13. Work Related Road Risk

13.1. Fleet Operator Recognition Scheme (FORS) Accreditation

i. Where the Contractor operates Large Vehicles, it shall within 90 days of the Contract Date: (unless already registered) register for FORS or a scheme, which in the reasonable opinion of the Employer, is an acceptable substitute to FORS (the "Alternative Scheme"); and (unless already accredited) have attained the standard of Bronze Accreditation (or higher) or the equivalent within the Alternative Scheme.

ii. The Contractor shall maintain the standard of Bronze Accreditation (or equivalent standard within the Alternative Scheme) by way of an annual independent assessment in accordance with the FORS Standard or take such steps as may be required to maintain the equivalent standard within the Alternative Scheme.

iii. Alternatively, where the Contractor has attained Silver or Gold Accreditation, the maintenance requirements shall be undertaken in accordance with the periods set out in the FORS Standard.

13.2. Safety Equipment on Vehicles

The Contractor shall ensure that any Large Vehicle, which it uses to provide the Services, shall:

i. Have side guards fitted, unless the Contractor can demonstrate to the reasonable satisfaction of the Employer that the vehicle will not perform the function for which it was built if side guards are fitted;

ii. Have front, side and rear blind spots completely eliminated or minimised as far as practical and possible, through the use of fully operational direct and indirect vision aids and driver audible alerts;

iii. Have equipment fitted with an audible means of warning other road users of the vehicle's left manoeuvre.

iv. Bear prominent signage on the rear of the vehicle to warn VRUs of the dangers of passing the vehicle on the inside and of getting too close to the vehicle.

13.3. Driver Licence Checks

The Contractor shall ensure:

i. It has a system in place to ensure all its Drivers hold a valid driving licence for the category of vehicle that they are tasked to drive, along with recording any endorsements, or restrictions on the Drivers licence; and

ii. That each of its drivers has a driving licence check with the DVLA or equivalent before that driver commences delivery of the Services and that the driving licence check with the DVLA is repeated in accordance with either the following risk scale (in the case of the DVLA issued licences only), or the Contractor's risk scale, provided

that the Contractor's risk scale has been approved in writing by the Employer within the last 12 months:

i. 0 – 3 points on the driving licence – annual checks;

ii. 4 – 8 points on the driving licence – six monthly checks;

iii. 9 – 11 points on the driving licence – quarterly checks; or

iv. 12 or more points on the driving licence – monthly checks

13.4. Driver Training

The Contractor shall ensure that each of its drivers undergo approved progressive training (to include a mix of theoretical, e-learning, practical and on the job training) and continued professional development to include training covering the safety of vulnerable road users and on-cycle hazard awareness, throughout the Contract.

13.5. Collision Reporting

The Contractor shall ensure that it has a system in place to capture, investigate and analyse road traffic collisions that results in fatalities, injury or damage to vehicles, persons or property and for generating Collision Reports. For example, the CLOCS Manager www.clocs-manager.org.uk

The Contractor shall notify the Employer of any collisions involving injuries to persons or fatalities within five working days of an incident occurring and provide to the Employer an updated Collision Report within five working days of a written request.

13.6. Traffic Routing

The Contractor shall ensure that any vehicle routes to sites or premises specified by clients are adhered to unless directed otherwise (referred to in paragraphs 7.(v) below). If applicable, these should be the routes as defined in the site's Construction Management Plan. Wherever possible, these routes should be from the Transport for London Road Network.

13.7. Requirements for Contractor with Site Management Responsibility

The Contractor shall ensure that the transport impacts of the construction site are effectively managed and shall ensure:

i. That other options to plan and control vehicles to reduce peak hour deliveries are considered, to reduce the risk.

ii. That the condition of the site is suitable for vehicles fitted with safety features and side guards.

iii. That access to and egress from the site is appropriately managed, clearly marked, understood and clear of obstacles and that traffic management principles are adhered to.

iv. That vehicles are loaded and unloaded on-site as far as is practicable.

v. That a suitable, risk assessed vehicle route to the site is specified and that the route is communicated to all contractors and drivers. Any deviations to this route will be clearly specified and communicated.

vi. Where a Construction Management Plan is required by the Local Planning Authority, to submit such a plan for approval by the Local Planning Authority before commencing any works, and once any Construction Management Plan has been approved in relation to the development to thereafter to fully comply with the same.

13.8. Subcontracts

These terms shall also apply to the Contractor's subcontractors and the Contractor shall ensure that any relevant subcontracts awarded by them include terms requiring subcontractors to comply with these obligations. The Contractor shall provide documentary evidence of the inclusion of such terms in their subcontracts if requested to do so by the Employer.

The Contractor shall develop and implement a compliance monitoring and enforcement procedure for subcontractors, to ensure the CLOCS standard is adhered to.

13.9. CLOCS Associate

The Contractor shall register to be a CLOCS Associate to receive updates on the standard and details of further opportunities to become involved with the CLOCS standard, as detailed at: www.clocs.org.uk/express-and-interest/

13.10. Failure to Comply with WRRR requirements

If the Contractor fails to comply with paragraphs 1-9 above

i. The Contractor shall be in material breach of this Contract and subject to the Enforcement Procedure referred to in sub-paragraph (v) below; and

ii. The Employer may refuse the Contractor, its employees, agents and Large Vehicles entry onto any property that is owned, occupied or managed by the Employer for any purpose (including but not limited to deliveries).

iii. Contractors will self-certify their compliance at the start of the Contract and provide annual updates on their compliance, as well as notifying the Employer if their compliance changes at any stage.

iv. Spot checks will be undertaken at random times at Council properties and potentially also at Contractors vehicle operators sites or depots.

v. A copy of the Enforcement Procedure is attached in Schedule 7. Contractors should note that the Employer has the option to terminate this contract in the event of non-compliance with clauses 13.1 to 13.9 above. Following ongoing review and development of the CLOCS trial, the Employer reserves the right to amend this Enforcement Procedure in the future; therefore it is included for guidance and indicative purposes only. A copy of any amended Enforcement Procedure will be issued to you.

13.11. Definitions

Approved Driver Training means the Safe Urban Driving course as accredited by the Joint Approvals Unit for Periodic Training (JAUPT) details of which can be found at:

http://www.fors-online.org.uk/cms/training/driver-cpc-training-2/. This course is offered free to FORS members by various training providers. London Borough of Camden has funding for Safer Urban Driving courses; please enquire with WRRR@Camden.gov.uk for details of upcoming courses.

Bronze Accreditation means the minimum level of accreditation within the FORS Standard, the requirements of which are more particularly described at: www.forsonline.org.uk.

Collision reporting means a report detailing all collisions during the previous 12 months involving injuries to persons or fatalities and within 5 working days of occurring.

Construction Logistics and Cycle Safety (CLOCS) Standard means the standard for managing work related road risk in the construction logistics sector. Camden is a CLOCS Champion. The standard and supporting guidance can be found at: www.clocs.org.uk.

CLOCS Associate means an organisation which expresses an interest in receiving information and updates about the CLOCS standard and may be given the opportunity to participate CLOCS meetings or further development of the standard. A CLOCS Associate organisation should be positive in their messaging of CLOCS.

CLOCS Manager means the best practice work related road safety reporting system that enables fleet operators to log, record, monitor and report incidents, collisions and near-misses, as detailed at www.clocs-manager.org.uk.

Construction Management Plan means the LB Camden planning requirement secured under a Section 106 agreement, for certain construction developments to mitigate the cumulative impacts of construction in the vicinity of the site, including transportation and traffic management impacts, but also other environmental impacts such as noise, dust and vibrations.

Driver means any employee of the Contractor (including an agency driver), who operates Large Vehicles on behalf of the Contractor while delivering the Services.

DVLA means the Driver and Vehicle Licensing Agency.

Schedule 7

Work Related Road Risk (WRRR) safety requirements

Due to the nature of the requirements it is not practical to apply these requirements to all contracts. It is therefore proposed that these requirements are applied to relevant contracts which are defined as longer-term contracts of 6 months or more and/or contracts valued at above £100k pa, where Large Vehicles (LVs) are used, as defined below as vehicles >3.5 tonnes gross vehicle weight (GVW). This is the minimum standard that LB Camden strives to meet, however in areas where cycle safety risks are deemed to be higher (e.g. use of construction vehicles and contracts with regular vehicle movements, defined as >10/month), these two contract thresholds can be assessed independently. (Examples of services include, deliveries, transportation of goods or people, security, repairs and maintenance, waste collection, parks, ground maintenance etc…).

The CLOCS Standard for construction logistics: Managing work related road risk ("the CLOCS Standard") has been developed with the aim of reducing the risk of a collision between large goods vehicles in the construction sector and Vulnerable Road Users such as cyclists and pedestrians. On [execution of this contract] / [appointment to this Framework Agreement] the successful [bidder] / [supplier] / [service provider] shall implement the CLOCS Standard. The successful bidder shall also ensure that any third party transport providers used to deliver this contract also comply with the CLOCS Standard. Any costs associated with compliance are to be met by the Contractor.

More details on managing work related road risk can be found on the CLOCS and TfL's website:

- http://www.clocs.org.uk/
- http://www.tfl.gov.uk/info-for/freight/safety-and-the-environment/managing-risks-wrrr

The CLOCS standard is outlined more specifically at:

- http://www.clocs.org.uk/standard-for-clocs/

Note: The following clauses are to be included in all contracts where it is known that deliveries form part of the scope of work e.g. construction Lorries and any large vehicles as defined below, delivering goods to specified locations. The definitions of terms are given in section 11.

1. Fleet Operator Recognition Scheme (FORS) Accreditation

i. Where the Contractor operates Large Vehicles, it shall within 90 days of the Contract Date: (unless already registered) register for FORS or a scheme, which in the reasonable opinion of the Authority, is an acceptable substitute to FORS (the "Alternative Scheme"); and (unless already accredited) have attained the standard of Bronze Accreditation (or higher) or the equivalent within the Alternative Scheme.

ii. The Contractor shall maintain the standard of Bronze Accreditation (or equivalent standard within the Alternative Scheme) by way of an annual independent assessment in accordance with the FORS Standard or take such steps as may be required to maintain the equivalent standard within the Alternative Scheme.

iii. Alternatively, where the Contractor has attained Silver or Gold Accreditation, the maintenance requirements shall be undertaken in accordance with the periods set out in the FORS Standard.

2. Safety Equipment on Vehicles

The Contractor shall ensure that any Large Vehicle, which it uses to provide the Services, shall:

i. Have side guards fitted, unless the Contractor can demonstrate to the reasonable satisfaction of the Authority that the vehicle will not perform the function for which it was built if side guards are fitted;

ii. Have front, side and rear blind spots completely eliminated or minimised as far as practical and possible, through the use of fully operational direct and indirect vision aids and driver audible alerts;

iii. Have equipment fitted with an audible means of warning other road users of the vehicle's left manoeuvre;

iv. Bear prominent signage on the rear of the vehicle to warn VRUs of the dangers of passing the vehicle on the inside and of getting too close to the vehicle.

3. Driver Licence Checks

The Contractor shall ensure:

i. It has a system in place to ensure all its Drivers hold a valid driving licence for the category of vehicle that they are tasked to drive, along with recording any endorsements, or restrictions on the Drivers licence; and

ii. That each of its drivers has a driving licence check with the DVLA or equivalent before that driver commences delivery of the Services and that the driving licence check with the DVLA is repeated in accordance with either the following risk scale (in the case of the DVLA issued licences only), or the Contractor's risk scale, provided that the Contractor's risk scale has been approved in writing by the Authority within the last 12 months:

    i. 0 – 3 points on the driving licence – annual checks;

    ii. 4 – 8 points on the driving licence – six monthly checks;

    iii. 9 – 11 points on the driving licence – quarterly checks; or

    iv. 12 or more points on the driving licence – monthly checks.

4. Driver Training

The Contractor shall ensure that each of its drivers undergo approved progressive training (to include a mix of theoretical, e-learning, practical and on the job training) and continued professional development to include training covering the safety of vulnerable road users and on-cycle hazard awareness, throughout the Term of the Contract.

5. Collision Reporting

The Contractor shall ensure that it has a system in place to capture, investigate and analyse road traffic collisions that results in fatalities, injury or damage to vehicles, persons or property and for generating Collision Reports. For example, the CLOCS Manager www.clocs-manager.org.uk

The Contractor shall notify the authority of any collisions involving injuries to persons or fatalities within five working days of an incident occurring and provide to the Authority an updated Collision Report within five working days of a written request.

6. Traffic Routing

The Contractor shall ensure that any vehicle routes to sites or premises specified by clients are adhered to unless directed otherwise (referred to in paragraphs 7.(v) below). If applicable, these should be the routes as defined in the site's Construction Management Plan. Wherever possible, these routes should be from the Transport for London Road Network.

7. Requirements for Contractor with Site Management Responsibility

The Contractor shall ensure that the transport impacts of the construction site are effectively managed and shall ensure:

i. That other options to plan and control vehicles to reduce peak hour deliveries are considered, to reduce the risk.

ii. That the condition of the site is suitable for vehicles fitted with safety features and side guards.

iii. That access to and egress from the site is appropriately managed, clearly marked, understood and clear of obstacles and that traffic management principles are adhered to.

iv. That vehicles are loaded and unloaded on-site as far as is practicable.

v. That a suitable, risk assessed vehicle route to the site is specified and that the route is communicated to all contractors and drivers. Any deviations to this route will be clearly specified and communicated.

vi. Where a Construction Management Plan is required by the Local Planning Authority, to submit such a plan for approval by the Local Planning Authority before commencing any works, and once any Construction Management Plan has been approved in relation to the development to thereafter to fully comply with the same.

8. Subcontracts

These terms shall also apply to the Contractor's subcontractors and the Contractor shall ensure that any relevant subcontracts awarded by them include terms requiring subcontractors to comply with these obligations. The Contractor shall provide documentary evidence of the inclusion of such terms in their subcontracts if requested to do so by the Authority.

The Contractor shall develop and implement a compliance monitoring and enforcement procedure for subcontractors, to ensure the CLOCS standard is adhered to.

9. CLOCS Associate

The Contractor shall register to be a CLOCS Associate to receive updates on the standard and details of further opportunities to become involved with the CLOCS standard, as detailed at: www.clocs.org.uk/express-and-interest/

10. Failure to Comply with WRRR requirements

If the Contractor fails to comply with paragraphs 1-9 above

i. The Contractor shall be in material breach of this Contract and subject to the Enforcement Procedure referred to in sub-paragraph (v) below; and

ii. The Authority may refuse the Contractor, its employees, agents and Large Vehicles entry onto any property that is owned, occupied or managed by the Authority for any purpose (including but not limited to deliveries).

iii. Contractors will self-certify their compliance at the start of the Contract and provide annual updates on their compliance, as well as notifying the Authority if their compliance changes at any stage.

iv. Spot checks will be undertaken at random times at Council properties and potentially also at Contractors vehicle operators sites or depots.

v. A copy of the Enforcement Procedure is attached in Schedule X. Contractors should note that the Authority has the option to terminate this contract in the event of non-compliance with paragraphs 1 to 9 above. Following ongoing review and development of the CLOCS trial, the Authority reserves the right to amend this Enforcement Procedure in the future; therefore it is included for guidance and indicative purposes only. A copy of any amended Enforcement Procedure will be issued to you.

11. Definitions

Approved Driver Training means the Safe Urban Driving course as accredited by the Joint Approvals Unit for Periodic Training (JAUPT) details of which can be found at: http://www.fors-online.org.uk/cms/training/driver-cpc-training-2/. This course is offered free to FORS members by various training providers. London Borough of Camden has funding for Safer Urban Driving courses; please enquire with WRRR@Camden.gov.uk for details of upcoming courses.

Bronze Accreditation means the minimum level of accreditation within the FORS Standard, the requirements of which are more particularly described at: www.forsonline.org.uk.

Collision reporting means a report detailing all collisions during the previous 12 months involving injuries to persons or fatalities and within 5 working days of occurring.

Construction Logistics and Cycle Safety (CLOCS) Standard means the standard for managing work related road risk in the construction logistics sector. Camden is a CLOCS Champion. The standard and supporting guidance can be found at: www.clocs.org.uk.

CLOCS Associate means an organisation which expresses an interest in receiving information and updates about the CLOCS standard and may be given the opportunity to participate CLOCS meetings or further development of the standard. A CLOCS Associate organisation should be positive in their messaging of CLOCS.

CLOCS Manager means the best practice work related road safety reporting system that enables fleet operators to capture, investigate and analyse incidents, collisions and near-misses, as detailed at www.clocs-manager.org.uk.

Construction Management Plan means the LB Camden planning requirement secured under a Section 106 agreement, for certain construction developments to mitigate the cumulative

impacts of construction in the vicinity of the site, including transportation and traffic management impacts, but also other environmental impacts such as noise, dust and vibrations.

Driver means any employee of the Contractor (including an agency driver), who operates Large Vehicles on behalf of the Contractor while delivering the Services.

DVLA means the Driver and Vehicle Licensing Agency.

eLearning means an online driver training course offered via FORS and one of either two modules 'cycle safety' or 'safety', which can be found at: http://www.fors-online.org.uk/index.php?page=AE_INTRO&return=PTE_INTRO.

FORS means the Fleet Operator Recognition Scheme, which is an accredited scheme for businesses operating van and lorry fleets. It offers impartial, independent advice and guidance to motivate companies to improve their compliance with relevant laws and their environmental, social and economic performance.

FORS Standard means the standard setting out the accreditation requirements for the Fleet Operator Recognition Scheme, a copy of which can be found at: www.fors-online.org.uk.

Gold Accreditation means the highest level of accreditation within the FORS Standard, the requirements of which are more particularly described at: www.fors-online.org.uk.

Large Vehicle means a vehicle with a MAM exceeding 3,500 kilograms.

MAM means the maximum authorised mass of a vehicle or trailer including the maximum load that can be carried safely while used on the road. This is also known as the gross vehicle weight (GVW).

Side guards means guards that are fitted between the front and rear axles of a Lorry and that comply with EC Directive 89/297/EEC and the Road Vehicles (Construction and Use) Regulations 1986.

Silver Accreditation means the intermediate level of accreditation within the FORS Standard, the requirements of which are more particularly described at: www.fors-online.org.uk.

Transport for London Road Network means London roads that are maintained, managed and operated by Transport for London. These are also known as 'red routes' and are separate to roads managed by the 32 London boroughs within their borough boundaries.

Vehicle Manoeuvring Warning means an audible alert that notifies vulnerable and other road users that a manoeuvre is being undertaken, such as a left-hand turn or reversing noise.

Vulnerable Road Users means a pedestrian, cyclist, motorcyclist or person of reduced mobility.

SCHEDULE X: Work Related Road Risk – Enforcement Procedure

Method

Alongside self-certification and spot-check monitoring that Contractors are compliant with the Work Related Road Risk (WRRR) terms, an enforcement programme is needed to mitigate and respond to any identified non-compliance. Enforcement of WRRR terms is intended to be:

- **An appropriate deterrent** – to increase compliance rates
- **Proportionate** – relative to the extent of non-compliance (e.g. scale and frequency of non-compliance) and also the extent of risk (e.g. risk posed to Vulnerable Road Users)
- **Consistent and efficient** – in being issued and done so immediately upon having been identified, so that non-compliance can be rectified as soon as possible

The table below demonstrates the three stages of the enforcement escalation procedure. It should be noted that these do not have to be followed in order, neither does enforcement issued at one stage automatically lead to the next; this document is for information and does not prejudice the Authority's ability to issue a higher level of enforcement, if deemed appropriate.

Table 1: Enforcement Escalation Levels

LEVEL OF ENFORCEMENT ESCALATION	WHAT WILL BE DONE?
STAGE 1 – Breach of Contract Letter 1	A notification letter sent to the Contractor's Contract Manager (and maybe CEO/ Senior person), outlining the detail of the non-compliance and the need to demonstrate compliance urgently, within a specified timeframe, to remedy breach of contract. Support to rectify the issue may also be sign-posted
STAGE 2 – Breach of Contract Letter 2 and meeting with Contractor to resolve	If the issue is not rectified within the specified timeframe or a different area of non-compliance is identified, then a second notification letter will be sent and/or a meeting arranged with the Contractor to resolve the issue. Support may also be sign-posted
STAGE 3 – Non-compliance, breach, termination of Contract	If stage 1 and 2 do not bring about an improvement, then the option of termination of the contract remains as an option for the Council to pursue, based on the specific circumstances

Table 2 outlines the enforcement procedure and level of enforcement (stage 1, 2, 3) resulting from specific non-compliant actions. It should be noted that these are indicative actions and timescales and the Authority reserves the right to assess any identified non-compliance on a case by case basis.

Please note any information held by the Council is potentially accessible under Freedom of Information (FOI) requests.

Table 2: Enforcement Escalation Level per Nature of Non-Compliance

Work Related Road Risk Term	Examples of Nature of Non-Compliance	Risk Impact Rating (1 =L,2=M,3=H)	Enforcement Escalation Level
Fleet Operator Recognition Scheme (FORS) (or equivalent) accreditation within 90 days	Not achieved within 90 days of contract start date	1 (higher after ~120 days)	Stage 1 Stage 2 (after ~120 days); Stage 3 (after ~150 days)
	Accreditation removed at annual audit or due to illegal action	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Approved Driver Training	No training completed or a non-approved course is taken	2	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
	Training is not completed to the recommended frequency	1	Stage 1 or Stage 2 if in conjunction with other non-compliance issues
Driver Licence Check with DVLA in advance of Contract start date and at specified duration	Not conducted at start of contract	1	Stage 1
	Regular (monthly) checks not undertaken for drivers with 9-12 points	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues

Installation of Side-Guards on all LGVs	Side-guard not installed, loose or protruding	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Blind Spot Minimisation	No evidence provided to demonstrate blind spots eliminated and minimised as far as practical and possible, or evidence unsatisfactory – further steps could have been taken	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
	Blind spot minimisation technology is faulty, not functional or missing	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Installation of Left Hand Manoeuvre Warnings	Warnings not installed or not functional	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Installation of Cyclist Warning Stickers	No stickers or stickers dirty or loose	1	Stage 1
Monitoring, Reporting and Analysis of Collisions	Collision causing injury or fatality not reported within 5 days	2	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
	Collisions not being captured, investigated and analysed	3	Stage 2 or Stage 3 if in conjunction with other non-compliance issues
Traffic Routing	Suitable routes are not developed, appropriate or adhered to or deviations not communicated effectively	1 2	Stage 1 if one-off deviation or non-compliance Stage 2 if suitable routes not developed or repeatedly ignored

Requirements for Contractor with Site Management Responsibility **(client developer or primary contractor)**	The condition of the site prevents vehicles fitted with safety features accessing it	2	Stage 2
	Access to and egress from the site is not managed, marked or understood	1 2	Stage 1 if one-off non-compliance with access/egress rule Stage 2 if recurrent poor management or non-compliance of site access/egress
	Vehicles loaded/un-loaded on the carriageway rather than on-site (where feasible)	2	Stage 1 Or Stage 2 if in conjunction with other non-compliance issues
Subcontractors Compliance and Monitoring	Subcontractors compliance monitoring and enforcement not developed or implemented	2 3	Stage 2 if one-off instance not monitored /enforced or Stage 3 if full monitoring and enforcement procedure not developed or implemented (or in conjunction with other issues)