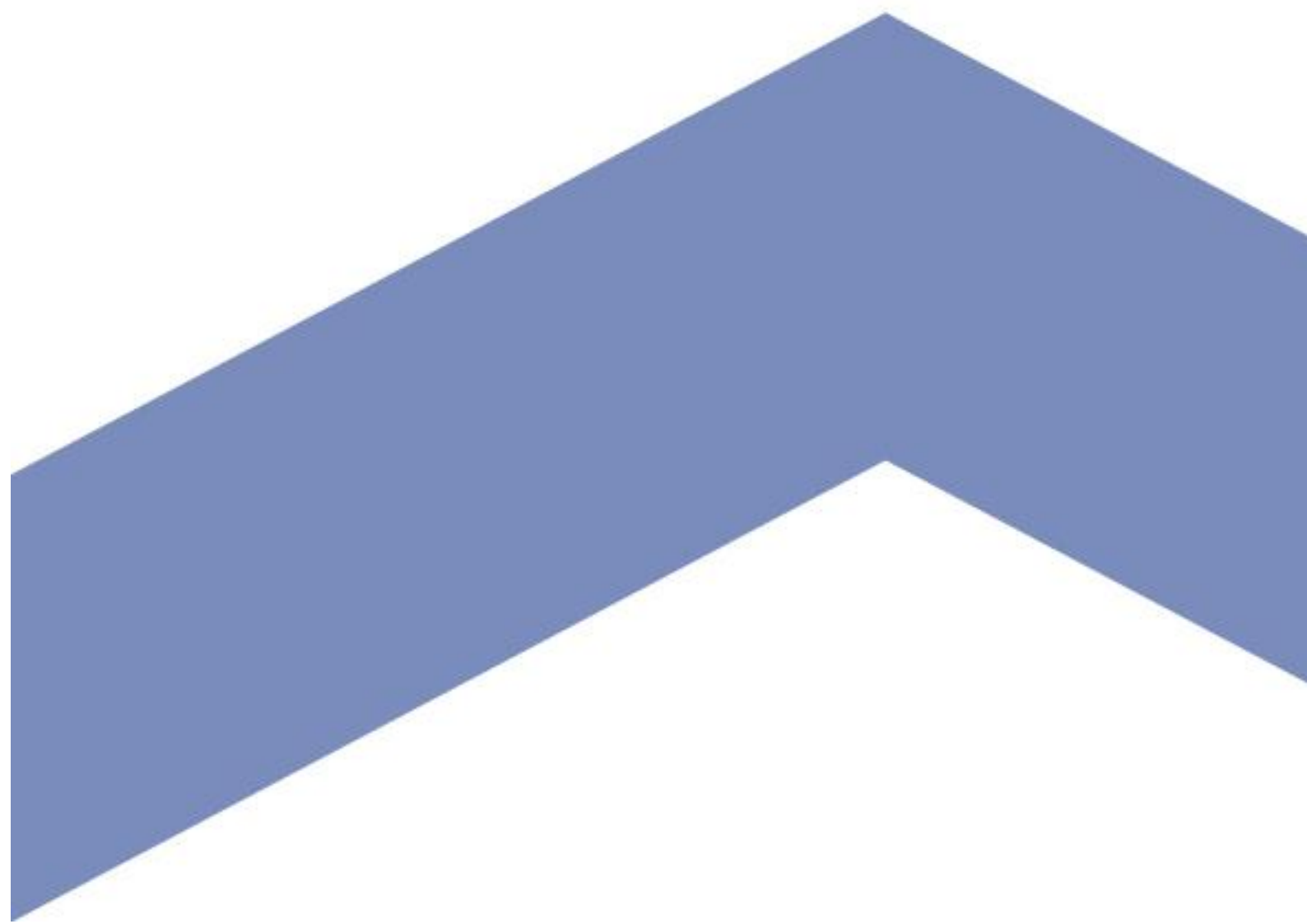


Highway Rural Verge Maintenance



Change Control

Date: [INSERT DATE]

Document Title	Highway [INSERT TITLE]
Author	[David Walters]
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Reviewer List

Name	Role	Version
Matt Thomas	Senior Engineer Highway Asset Management (SCC)	v1
Carl Williams	Operations Manager, Cyclical & Winter Service (Amey)	January 2023
Darren Corcoran	Principal Operations Manager (Amey)	

Approvals

Name	Role	Version
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NOTES FOR DOCUMENT COMPLETION

Identify Performance Measures

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Employers Requirements

1. To carry out cyclical maintenance (grass cutting) to rural highway verges and ad-hoc rural grass cutting as requested by the **Service Manager** to maintain visibility and enhance the safety of highway users in accordance with this Service Information and the **Contractors Annual Plan** approved by the **Service Manager**.

Operating Plan

2. The latest version of the **Contractors Annual Plan** approved by the **Service Manager**

Scope of Service

3. Cyclical grass cutting of rural highway verges adjacent to roads which generally have a speed limit greater than 40mph.
4. The area and extent of the service is the County of Staffordshire and those roads that are maintainable at public expense. In addition, there are a small number of locations where reciprocal cross boundary agreements are in place with adjacent local authorities to locally cut areas of grass outside the County of Staffordshire. This is referred to hereafter as the "Area Network".
5. The aim of the rural grass cutting service is to minimise the risk of grass encroaching onto the highway; inhibit the establishment of self-set trees and injurious weeds within the area cut; prevent obstruction of sight lines.

Asset Data

6. As contained within Annexe 1 – Traffic Groups, Annexe 2 - List of Roads and Annexe 3 - Rural Grass Cutting Maps.

Service Level Risk Assessment

7. The level of service provided and, service level risk assessment is provided below.

Service Provided

Table [7.1] Service Provided	
Service Provided	Service Not Provided
Cyclic single swath grass cutting of rural roads traffic groups 1 to 4 three times per year, traffic groups 5 and 6 twice per year.	Maintenance of non-highway grassed areas such as public open spaces, village greens, verges which are not highway maintainable at public expense.
Cyclic grass cutting of visibility splays on junctions, bends, laybys, and central reservations on dual carriageways cut to full width for visibility purposes three times per annum.	Maintenance of verges which form part of the strategic and trunk road network which are the responsibility of National Highways.
Grass is to be cleared around columns, safety fences, signposts and walls, and grass which cannot be cut by machine, is to be trimmed by other means.	Maintenance of grassed areas within private streets or unadopted roads.
	No grass is collected for removal. Grass deposited on footways as part of rural grass cutting is not removed.
	Enforcement of highway rights for non-highway soft landscape assets.
	Soft landscape enhancements.
	Maintenance of soft landscape for aesthetic reasons.
	Litter collection before, during or after the grass cutting works.
	Carrying out privately funded works to soft landscaping to abate nuisance issues.
	Selective weed treatment of grass verges.

Service Risks

Table [7.2] Service Risks	
Issue	
	Overgrown grass verges

<p>Potential Risks</p>	<p>Reduced highway safety due to obstructions/visibility (Safety) Delayed movement of traffic due to encroachment causing restriction to roads and footways (Traffic) Impact on people with limited mobility (Equality) Detrimental effect on/risk to highway asset condition (Damage) Growth of noxious weeds in verges (Environmental)</p>	<p>Mitigating Actions</p>	<p>Cyclical Maintenance as described in Table [7.1] above. Ad hoc additional grass cutting as instructed by the Service Manager as a result of impaired visibility by overgrown vegetation.</p>
	<p>Growth of self-set vegetation including trees within the areas of rural verges that are not cut beyond the single swath. (Damage) Growth of vegetation within areas of rural verges that are not cut beyond the single swath affecting other highway and non-highway assets including drainage features and ditches. (Damage)</p>	<p>Mitigating Actions</p>	<p>None, the current rural grass cutting regime does not include a full width cut apart from locally as required for visibility.</p>

Payment Mechanism

8. Cyclical grass cutting to be paid as described in the contract.
9. On occasions the **Contractor** may be asked to carry out other grass cutting within the Area Network on an ad hoc basis. This may

include slopes and banks. Payment for this additional work will be as described in the contract.

Risk Profile

10. Quantities of work in excess of the quantities included in the Annual Budgetary Plan are the Employer's risk. The number of grass cuts in excess of the number stated per year in the Annual Budgetary Plan are also the Employer's risk together with changes to the Area Network the quantities for which will be reviewed on an annual basis.

Service Levels

Description of works

11. In accordance with the Highway Infrastructure Asset Management Plan Volume 8 – Soft Landscaping of the Highway Infrastructure Asset Management Plan the main priority for rural grass cutting is to maintain visibility and enhance the safety of highway users.
12. Rural grass is generally defined as grass adjacent to roads which have a speed limit of 40mph and above. Grass is cut to prevent encroachment on to the highway, the establishment of self-set trees within the area cut, the obstruction of sight lines and to inhibit the growth of injurious weeds within the area cut.
13. Rural grass shall be cut to a leave the remaining grass/roadside vegetation at an average height of [100] mm.
14. On roads in Traffic Groups 1 to 4, referred to hereafter as "Priority 1" roads, grass cutting will be limited to a single swath (approximately 1m) adjacent to the carriageway edge. This will be carried out three times per year.
15. On roads in Traffic Groups 5 and 6, referred to hereafter as "Priority 2" roads, grass cutting will be limited to a single swathe adjacent to the carriageway twice per year.
16. All visibility splays on junctions and bends and, in addition central reservations on dual carriageways will be cut to the full width required for visibility purposes, three times per year, or at a greater frequency, if necessitated by safety considerations.
17. Generally, the single swathe will be adjacent to the carriageway but, in some locations, it may be set back due to the presence of a

footway or cycleway. In these locations single swath cuts will be carried out as shown in paragraph [xx].

18. A full width cut will be carried out on non-planted areas of roundabouts and splitter islands.
19. All grass is to be cleared around columns, safety fences, signposts and walls, and grass which cannot be cut by machine, is to be trimmed by other means.
20. Certain lengths of verge are set aside as conservation areas and shall be dealt with as described in paragraph [XX].
21. No grass is collected for removal or removed from footways or the carriageway.
22. The **Service Manager** may instruct an additional cut to all or parts of the network.
23. The **Service Manager** may instruct additional grass cutting for the purpose of visibility or safety in accordance with the Highway Safety Inspections Code of Practice.

Frequency and programme of cuts

24. Cutting for the Priority 1 routes will normally start in May for the first cut, June for the second cut and September for the final cut. The actual start dates and programme will be agreed between the **Contractor** and the **Service Manager** depending on the grass growing conditions within the season.
25. Cutting for the Priority 2 routes will generally commence in May for the first cut and August for the second cut. The actual start dates and programme will be agreed between the **Contractor** and the **Service Manager** depending on the grass growing conditions within the season.
26. In some parts of the county, due to arrangements to protect local wildlife, some locations are only cut once per year.
27. Areas that need to be cut back at junctions and bends for good visibility are generally cut to full width as described in paragraphs [41] to [43] below.
28. Work will be scheduled in a planned manner as approved by the **Service Manager** or representative. An example format for a

grass cutting schedule to be provided by the Contractor is provided in Annexe [3]. Such schedules shall be submitted to the County Council for approval two 2 weeks before the start of the first and subsequent cuts.

29. On occasions it may be necessary for the County Council to delete from the Contract areas of grass cutting included therein, and the right so to do is expressly reserved for the County Council.
30. The County Council may amend the frequency of the grass cutting during the period of the contract. Any change in the frequency normally be notified to the Contractor prior to the start of the grass cutting season.
31. Should the frequency be changed, any change in costs will be assessed as described in the Contract.
32. The Contractor will provide an updated programme for approval by the Service Manager within 2 weeks of an additional or reduced cut to the basic service being instructed.

Designated roadside nature reserves

33. Designated roadside nature reserves will have bespoke cutting regimes. These will usually be Sites of Special Scientific Interest (SSSI) which is a formal conservation designation. Designated roadside verges are classified in one of four Zones, A to D as described below.
34. **ZONE A : The Moors and uplands.** This zone encloses the Leek Moors SSSI and the areas designated as Special Areas of Conservation (SAC) & Special Protection Areas (SPA). SPAs are designated for their importance for breeding birds, which makes spring/summer cuts undesirable to miss the nesting season. The SAC is designated for its Moorland vegetation, acidic grasslands, marshy acidic grassland each with a characteristic suite of plants, many of which because of reduced competition appear on the verges within the Moorlands, or maybe they are just more apparent there. To ensure the continued reappearance or spread of these species it is desirable to allow the plants to complete their life cycle and to set seed before they are mowed.
35. Locations in Zone A receive one cut per year late in the season i.e., September/October in order to miss the bird breeding season, to allow the verge plants to set seed and to leave as short a sward as

possible at the beginning of the next growing season to minimise the competition for the low-growing forbs.

36. **ZONE B: Calcareous grasslands.** The objectives of management in this area are specifically to deliver improvements to the verge sward. These grasslands develop best when the sward is short at the beginning of the growing season which allows the low-growing forbs maximum access to light which helps them to develop flowering heads and to set seed later in the season. The second aim is to allow the plants to set seed before being cut. Whilst this type of grasslands may benefit from having the arisings removed, this is only carried out on selected sites.
37. Zone B verges are mown once during August. It is envisaged that Zone B more than Zone A, because of its relatively sheltered aspect and likely more fertile soils, may require an additional cut early in the season in March/April to leave the shortest possible sward at the beginning of the growing season.
38. **ZONE C: Verges with woodland character.** Comprising mainly the area surrounding the Churnet valley. The objective is to allow the early flowering woodland flora to set seed before it is cut back and to allow road-users to enjoy the best of the bluebell show and other woodland plants. The wooded verges can become overgrown and densely vegetated later in the season.
39. Zone C grass verges are mown twice per year, the first cut to be conducted late June/early July to allow woodland plants to set seed with the second cut being carried out at the end of the cutting season to maintain visibility.
40. **ZONE D: Verges in areas which have not yet been surveyed.** Significant areas outside the limestone, Moorlands and woodlands have not been subjected to much systematic surveys and so they contain unknown resources. Where these verges are surveyed by local volunteers to identify the biological resources these may be added to Zone A to C. Until these verges are surveyed, they will be mown in accordance with the general specification rural grass cutting.
41. The actual start dates and programme for designated roadside verges will be agreed between the **Contractor** and the **Service Manager** depending on the grass growing conditions within the season.

Other special areas

42. The **Contractor's** attention is drawn to certain lengths of verge which are set aside as other special areas. These be notified to the Contractor by the Service Manager and/or identified by marker posts on verges. No cutting shall take place between the inner sides of any marker posts or defined area unless specifically advised by the **Service Manager** or their representative. Some grassed areas have been planted with spring bulbs or wildflower seeds and are should be excluded from cutting until in the case of spring bulbs the foliage has died off completely and, in the case of wildflower areas the seed has been set.

Extended grass cutting at junctions, bends and laybys for visibility

43. Grass verges at junctions shall be cut to the standards as shown in the following Diagram [42]. Where the position of boundary hedges, walls or fences does not allow an extended visibility cut in full at road junctions, the maximum width of cut may be reduced until a sight line can be obtained.

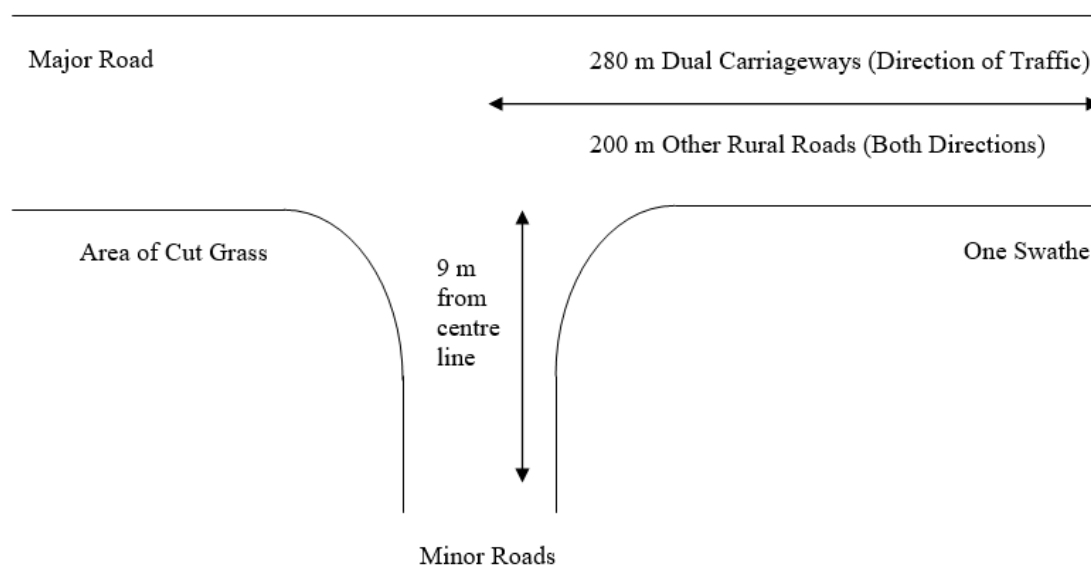


Diagram [42] Visibility splay at road junctions

44. The horizontal verge on the inside of a bend must be cut back to a width of 9 metres from the centre line of the carriageway, or to the boundary hedge, wall, fence, ditch or embankment if this width is not present.
45. Visibility splays will also be cut at laybys as described in paragraph [42] above and illustrated in the example Diagram [44] below.

Diagram [44] Laybys – [TO BE INSERTED]**General**

46. Prior to any grass cutting operation any obvious debris which may create a possible hazard to persons or property during grass cutting shall be removed.
47. Tractors mounted with grass cutting equipment shall comply with manufacturer's recommendations regarding the fitting and operation of attachments. Grass cutting equipment fitted to tractors shall comply with manufacturer's recommendations regarding the fitting and operation of such attachments. All dedicated grass-cutting machines shall have an effective silencer of the type originally fitted on manufacture. All grass cutting equipment, whether self-propelled or attached to a tractor, shall comply with the following:
 - (i) All cutters and blades shall be sharpened and set according to the manufacturer's recommendations to ensure a consistent cleanly mown sward and the height of cut determined as the height above ground level to the cutting blade measured with the machine standing on a hard level surface.
 - (ii) All guards shall be in place and in good condition and all safety devices shall be operational and of a type originally fitted on manufacture.
 - (iii) For grass and vegetation cutting on slopes, the grass-cutting equipment manufacturer's recommendations relating to safe gradients for cutting shall be observed.
48. During periods when ground conditions are so wet as to prevent grass cutting without causing damage to the surface or producing divots, operations shall cease and shall recommence only when ground and weather conditions are suitable.

Safety at Road Works and Street Works

49. The Contractor is responsible for providing signing, lighting and guarding of works in accordance with the latest edition of 'Safety at

street works and road works: a code or practice¹ (hereinafter referred as the CoP), or Chapter 8 of the Traffic Signs Manual for dual carriageways with a speed limit of 50mph or more or where the situation is not covered by the code of practice for street works and road works.

Traffic Management Act 2004 - Permits

50. The Employer maintains the roles of “traffic manager” and “local traffic authority” under the Traffic Management Act 2004 from time to time in force.
51. The Contractor will, when so instructed by the Service Manager or representative assist the Employer to meet the obligations placed on it under the Traffic Management Act 2004 from time to time in force.
52. In providing the service, the Contractor will wherever possible seek to deliver planned maintenance works together in order to minimise network disruption.
53. The Contractor will minimise the impact of congestion (including but not necessarily limited to out of hours or off-peak working in locations where congestion is an issue) and take into consideration safe pedestrian and cyclist access.
54. The Contractor is required to comply with all traffic management legislation (from time to time in force), including but not limited to the New Roads and Street Works Act 1991 (NRSWA) and the Traffic Management Act 2004 (TMA).
55. The Contractor will be responsible for applying for Permits that are required under the West & Shires Permit Scheme from the local traffic authority. Permits will be required for rural grass cutting activities when any of the following circumstances apply.
 - (i) Where the activity requires the use of any form of temporary traffic control as defined in the CoP (give and take, priority, stop/go boards, portable traffic signals, speed reduction, convoy working, road closure or one way traffic, ‘stop-works’ sign, ‘temporary obstruction sign’).
 - (ii) Where the activity reduces the number of lanes available on a carriageway of three or more lanes

¹ [Safety at street works and road works : a code practice](#)

- (iii) Where the activity requires a temporary traffic regulation order or notice, or the suspension of pedestrian crossing facilities.
 - (iv) Where the activity requires a reduction in width of the existing carriageway of a traffic-sensitive street at a traffic-sensitive time
56. The Contractor is responsible for identifying where any special measures such as temporary road closures are required and for applying for any Order that may be required in accordance with [INSERT WEB PAGE LINK].
57. The Contractor will not be required to pay any direct fee for any Permits or temporary traffic regulation orders. The costs of temporary traffic regulation orders will however be charged to the activity by the Service Manager or representative.

Contractors Annual Plan

58. The **Annual Plan** is the programme for the provision of the service by the Contractor during each of the Council's Financial Year prepared by the Contractor in accordance with this Service Information. The **Service Manager** will accept or notify the **Contractor** of his reasons for accepting or not as described in the Contract.
59. The **Annual Plan** informs the **Service Manager** of the **Contractors** plans to provide the service identifying the principal Equipment and other resources which he plans to use and will include the following as a minimum to describe how the requirements of this specification will be met.
- (i) A copy of the proposed method statement.
 - (ii) The order and timing of the work (programme).
 - (iii) Details of the number and type of plant he proposes to use to undertake the work.
 - (iv) Provisions for meeting health and safety, environmental and quality requirements.
 - (v) Arrangements for training and ensuring the ongoing competency of People employed in the delivery of the service.
 - (vi) When the Contractor will require access to any Affected Property, acceptances required from the Service Manager and any other things to be provided by the Employer.

- (vii) The name of any subcontractor proposed to carry out the work, the subcontractors Annual Plan and the proposed conditions of contract in accordance with the Contract.

Compliments, Complaints or other Feedback

60. Any compliments, complaints or other feedback received by the **Contractor** shall be recorded and a copy given to the **Service Manager** or representative each week in an agreed format. The record shall include the name and address of the complaint, compliment or other feedback including the date and details of the action taken by the **Contractor**.

Training & Competency

61. Details of the training and competency framework adopted by the Contractor will be submitted to the Service Manager as part of the Annual Plan and will include copies of all relevant certification for the staff and subcontractors employed in grass cutting activities.
62. The Contractor will ensure that those engaged in the management, supervision and undertaking of grass cutting operations are competent to do so.

Damage

63. Any damage caused by the **Contractors** activity in providing the service will be notified to the **Service Manager** and dealt with in accordance with the Contract.

Performance Management

64. [ADD PERFORMANCE MANAGEMENT MEASURES FOR GRASS CUTTING]

Health, Safety, Environmental & Quality

Health & Safety

65. The Contractor will at all times maintain safe and healthy working practices whilst providing the service. In doing so the Contractor will take into account the residual risks identified in Annexe [5]. When preparing the **Annual Plan** the Contractor will consider how these risks will be managed and will include details therein.

Environmental

66. [TO BE ADDED]

Quality Assurance

Monitoring and reviewing compliance with Service Information

67. The Contractor will ensure that suitable arrangements are in place to provide assurance that the activity is being delivered in accordance with the Service Information and will work with the **Service Manager** to develop a joint compliance/assurance regime for work delivered via the contract including for example reliability of quality of product, timeliness (programme), information and response to **Service Manager** requirements.
68. The proposed arrangements will be detailed in the **Annual Plan** and will be subject to the approval of the **Service Manager**.
69. The **Service Manager** will have areas of work inspected regularly to ensure that the Contract is being complied with. The results of these inspections will be provided to the Contractor.
70. The Service Manager will deduct any disallowed costs from the cost of charges. The Contractor will be required to keep and provide records of costs and activities associated with the rectification of rural grass cutting defects and this will be provided to the Service Manager or representative on a monthly basis with the monthly application for payment (cost pack).

Contract Progress Meetings

71. The Contractor will be required to prepare for and attend a pre-season meeting, regular progress meetings throughout the grass cutting season and a post season review. Example meeting agenda are provided in Annexe [6].

Plant & Equipment

72. The Contractor shall give full details of all plant intending to be used on the contract together as part of the Annual Plan.
73. All vehicles shall be kept in a clean and serviceable condition maintained in accordance with the manufacturers service

specification. No third-party advertising shall be displayed without the consent of the County Council.

74. The Contractor shall make his own arrangement for the storage and garaging of the plant and equipment.

Normal working hours

75. Normal working hours are from 07.00 hours to 19.00 hours, Monday to Saturday.
76. With only a few exceptions work outside normal working hours and on Sundays will normally be permissible but approval must be obtained from the **Service Manager** or his representative before the works are carried out. No extra payment shall be made for such works.

Noise Levels

77. The **Contractor** shall comply with the general recommendations set out in B.S. 5228 Code of Practice for Noise Control on Construction and Open Sites.

Innovation and Improvement Plan

[THE BELOW IS AN EXAMPLE OF IMPROVEMENT ACTIVITIES CURRENTLY BEING CONSIDERED]

78. Identifying a small number of trial planting verge areas for wildflowers to progress later this year (23/24) including sources of funding in conjunction with the supply chain as part of wider social value benefits.
79. To prepare a business case and seek funding (23/24) for a project to digitise around 4,500,000 sq. m of highway verge inventory that will enable informed development of bespoke local highway grass cutting and verge management arrangements across the county: meeting local needs, promoting biodiversity, supporting local flood management, reducing our operational CO2 and improving customer service through more localised and accurate information of the detail and timing of grass cutting and other verge management operations.

Annexe 1 – Traffic Groups

Traffic Group	Definition
01	Roads carrying over 1,250 commercial vehicles per day in each direction.
02	Primary Route Network and roads carrying between 750 and 1,250 commercial vehicles per day in each direction.
03	Roads carrying between 250 and 750 commercial vehicles per day in each direction.
04	Roads carrying between 75 and 250 commercial vehicles per day in each direction. Industrial estate distributor roads. Main access roads to rural communities. Commuter Routes. Main distributor roads on large housing estates serving more than 500 homes.
05	Roads carrying between 10 and 75 commercial vehicles per day in each direction. Links to industrial estate distributor roads. Housing estate roads serving between 300 and 500 homes.
06	Roads carrying less than 10 commercial vehicles per day in each direction. Housing estate roads including culs-de-sac serving less than 300 homes.
07	Rear access roads on housing estates.

Explanatory Notes

1. (a) A commercial vehicle is defined as one having an unladen weight of over 1½ tonnes, including buses and coaches.
(b) The traffic figures relate to a 24 hour day.
2. (a) Main access roads to rural communities: under normal circumstances, only one main access road in and out of the community shall be nominated.
3. Commuter roads are those roads where a significant increase in traffic volume occurs in peak periods, i.e. 8-10 am and 4-6 pm.

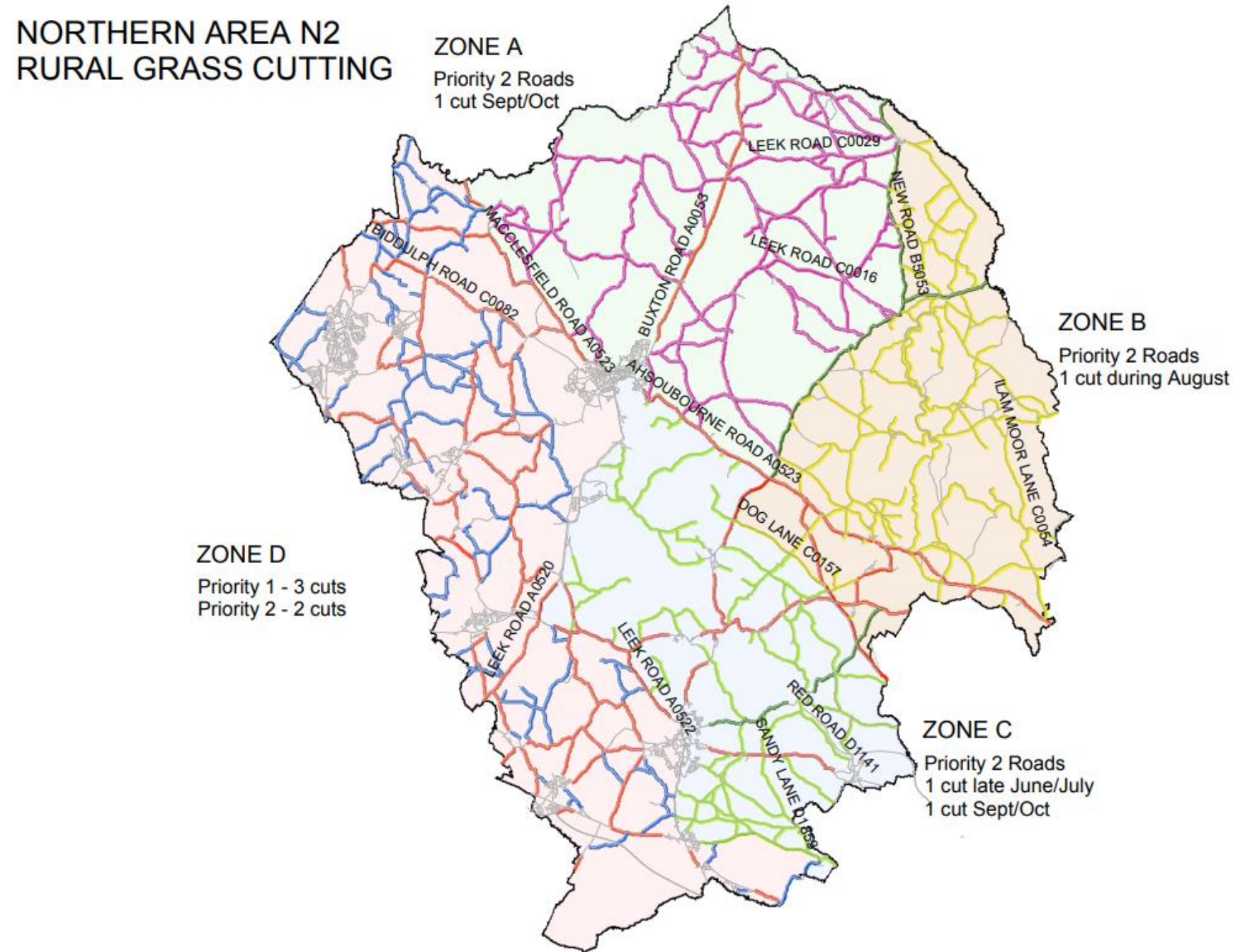
Annexe 2 – List of Roads

[The below is shown as a sample of the List of Roads for Rural Grass Cutting]

Road Name	Location	Zone	FROM_DESC	TO_DESC	CUT_TYPE	NOTES	ROAD_NO	Road Length	Multiplication Factor	Total Cut Length (per cut)	Total Annual Cut Length
STANTON LANE	E1	None	JUNCTION A0052 LEEK ROAD	JUNCTION C0103 DALE LANE	1 CUT DURING AUGUST		C0281	2748.27	X2	5496.54	5496.54
FLATHER LANE	E1	None	JUNCTION C0281	END	1 CUT DURING AUGUST		D1387	668.45	X2	1336.89	1336.89
BULLGAP LANE	E1	None	JUNCTION C0103 DALE LANE	DIVISIONAL BOUNDARY	1 CUT DURING AUGUST		D1389	1378.59	X2	2757.17	2757.17
DALE LANE	E1	None	JUNCTION A0052 RUE HILL ROAD	DIVISIONAL BOUNDARY	1 CUT DURING AUGUST		D1132	737.36	X2	1474.73	1474.73
BACK LANE	E1	None	JUNCTION A0052 RUE HILL ROAD	JUNCTION C0003 ELLASTONE ROAD	1 CUT DURING AUGUST		D1403	3163.64	X2	6327.29	6327.29
THORSWOOD LANE/THE STITCHINGS	E1	None	JUNCTION C0103 DALE LANE	30 MPH SIGNS	1 CUT DURING AUGUST		D1386	1529.79	X2	3059.57	3059.57
SLADE HOLLOW LANE	E1	None	JUNCTION C0103 TOWN HEAD	JUNCTION D1386 BANK SIDE	1 CUT DURING AUGUST		D1386	394.94	X2	789.87	789.87
BANK SIDE	E1	None	JUNCTION C0103 TOWN HEAD	JUNCTION SLADE HOLLOW LANE	1 CUT DURING AUGUST		D1386	205.67	X2	411.33	411.33
CHAFF LANE	E1	None	JUNCTION D1386 BANK SIDE	JUNCTION C0103 TOWN HEAD	1 CUT DURING AUGUST		D1386	133.06	X2	266.12	266.12
BANKER WALL LANE	E1	None	JUNCTION C0103 FIELD LANE	START OF G1383 WILD HAY LANE	1 CUT DURING AUGUST		D1383	514.12	X2	1028.24	1028.24
HALL LANE	E1	None	JUNCTION C0003 ELLASTONE ROAD	JUNCTION G1383 WILD HAY LANE	1 CUT DURING AUGUST		D1383	659.86	X2	1319.71	1319.71
WILD HAY LANE	E1	None	JUNCTION D1383 HALL LANE	JUNCTION G1383 WILD HAY LANE	1 CUT DURING AUGUST		D1383	154.56	X2	309.11	309.11
SALTS LANE	E1	None	JUNCTION D1383 HALL LANE	JUNCTION D1383 HALL LANE	1 CUT DURING AUGUST		D1383	129.01	X2	258.02	258.02

Annexe 3 – Rural Grass Cutting Maps

[The below is shown as an example of maps of Rural Grass Cutting]



Annexe 4 – Example minimum requirements for Grass Cutting Programme from Contractor

[The below is shown as an example of the programme for rural dual carriageway grass cutting]



2023 - Rural Dual Carriageway Grass Cutting Programme

Road No	District	Road Name(s)	1st Cut	2nd Cut	3rd Cut	Section From	Section To	Lane	Carriageway
A34	Stone	Stone Road	4/17/2023	7/3/2023	9/11/2023	Monkey Forest	Longton Road	2	Sthbnd & Nthbnd
A34	Stone	Stone Road	4/18/2023	7/4/2023	9/12/2023	Longton Road	Monkey Forest	1	Sthbnd & Nthbnd
A34	Stone	Stone Road	4/19/2023	7/5/2023	9/13/2023	Strongford Bridge	Fox Garage	2	Sthbnd & Nthbnd
A34	Stone	Stone Road	4/20/2023	7/6/2023	9/14/2023	Strongford Bridge	Darlaston Inn	1	Sthbnd
A34	Stone	Stone Road	4/21/2023	7/7/2023	9/15/2023	Fox Garage	Darlaston Inn	2	Sthbnd & Nthbnd
A34	Stone	Stone Road	4/24/2023	7/10/2023	9/18/2023	Darlaston Inn	Strongford Bridge	1	Nthbnd
A34	Stone	The Fillybrooks	4/25/2023	7/11/2023	9/19/2023	Darlaston Inn	B5026 Eccleshall Road	1	Sthbnd & Nthbnd
A34	Stone	The Fillybrooks	4/26/2023	7/12/2023	9/20/2023	Darlaston Inn	Yarnfield Lane	2	Sthbnd & Nthbnd
A34	Stone	The Fillybrooks	4/27/2023	7/13/2023	9/21/2023	Yarnfield Lane	B5026 Eccleshall Road	2	Sthbnd & Nthbnd
A34	Stone	Stafford Road	4/28/2023	7/14/2023	9/22/2023	B5026 Eccleshall Road	A51 Aston Roundabout	1	Sthbnd & Nthbnd
A34	Stone	Stafford Road	5/2/2023	7/17/2023	9/25/2023	Aldi Traffic Lights	A51 Aston Roundabout	-	Sthbnd
A34	Stone	Stafford Road	5/3/2023	7/18/2023	9/26/2023	B5026 Eccleshall Road	A51 Aston Roundabout	2	Sthbnd & Nthbnd
A34	Stone	Stafford Road	5/4/2023	7/19/2023	9/27/2023	A51 Aston Roundabout	Enson Lane	2	Sthbnd & Nthbnd
A34	Stone	Stone Road	5/5/2023	7/20/2023	9/28/2023	Enson Lane	Speed camera Farm Drive	2	Sthbnd & Nthbnd
A34	Stafford	Stafford Road/Stone Road	5/9/2023	7/21/2023	9/29/2023	A51 Aston Roundabout	Red Hill Roundabout	1	Sthbnd
A34	Stafford	Stone Road	5/10/2023	7/24/2023	10/2/2023	Speed camera Farm Drive	Red Hill Roundabout	2	Sthbnd & Nthbnd
A34	Stafford	Stone Road/Stafford Road	5/11/2023	7/25/2023	10/3/2023	Red Hill Roundabout	A51 Aston Roundabout	1	Nthbnd
A34	Stafford	A34 Link Road	5/12/2023	7/26/2023	10/4/2023	Red Hill Roundabout	M6 Jct 14	2	Sthbnd & Nthbnd
A51	Stafford	Lichfield Road/London Road	5/15/2023	7/27/2023	10/5/2023	Sandon	Weston	2	Westbnd & Eastbnd
A51	Stafford	Lichfield Road/London Road	5/16/2023	7/28/2023	10/6/2023	Sandon	Weston	1	Westbnd & Eastbnd
A460	Cannock	Wolverhampton Road/Lodge Lane	5/17/2023	7/31/2023	10/9/2023	M6 Jct 11	Saredon Road	2	Nthbnd & Sthbnd
A460	Cannock	Wolverhampton Road/Lodge Lane	5/18/2023	8/1/2023	10/10/2023	M6 Jct 11	Saredon Road	1	Nthbnd & Sthbnd
A449	Cannock	Wolverhampton Road	5/19/2023	8/2/2023	10/11/2023	Rodbaston	Gailey	2	Sthbnd & Nthbnd
A449	South Staffs	Stourbridge Road	5/22/2023	8/3/2023	10/12/2023	Lloyd Hill	end of dual Wombourne	2	Sthbnd & Nthbnd
A449	South Staffs	Stourbridge Road	5/23/2023	8/4/2023	10/13/2023	Lloyd Hill	end of dual Wombourne	1	Sthbnd & Nthbnd
A38	Lichfield	A38 Weeford to Bassetts Pole	5/24/2023	8/7/2023	10/16/2023	Weeford Island	Bassetts Pole Island	1	Sthbnd
A38	Lichfield	A38 Weeford to Bassetts Pole	5/25/2023	8/8/2023	10/17/2023	Weeford Island	Bassetts Pole Island	2	Sthbnd
A38	Lichfield	A38 Bassetts Pole to Weeford	5/26/2023	8/9/2023	10/18/2023	Bassetts Pole Island	Weeford Island	2	Nthbnd
A38	Lichfield	A38 Bassetts Pole to Weeford	5/30/2023	8/10/2023	10/19/2023	Bassetts Pole Island	Weeford Island	1	Nthbnd
A38	Lichfield	A38 Bassetts Pole Island	5/31/2023	8/11/2023	10/20/2023	Bassetts Pole Island	Bassetts Pole Island	Ring	-
A453	Lichfield	Sutton Road	6/1/2023	8/14/2023	10/23/2023	Bassetts Pole Island	end of Dual	2	Eastbnd & Westbnd
A461	Lichfield	Walsall Road	6/2/2023	8/15/2023	10/24/2023	Muckley Corner	Walsall/SCC Boundary	2	Sthbnd & Nthbnd

Annexe 5 – Construction (Design and Management) Regulations 2015

[Example of CDM Hazard Identification]

Staffordshire County Council CDM Designer Hazard Identification												
1. Section/Service/Team: Highways & the Built County (H&BC)						2. Assessor(s) H&BC - OMT						
3. Description of Task/Activity/Area/Premises etc. Rural Grass Cutting												
Hazard ID	Service	What are the hazards?	Who might be harmed?	How they may be harmed	What is the risk rating before control measures – H (6 or 9), M (3 or 4), L (Yellow), T (1)			Designer mitigating action	Contractors Action	Action Completed State the date completed and sign.	Residual Risk – H, M, L?	Has control measures reduced or maintained risk?
					Likelihood	Severity	Risk Rating					
1		Collision/Impact with other highway users	Employee and, Public/highway users and, Other - 3rd party contractor	Serious injury from impact, fractures, possible fatality	2	3	6	Traffic Management requirements				
2		Impact with utility apparatus	Employee and, Public/highway users and, Other - 3rd party contractor	Personal Injury or fatality	1	3	3	Included in Residual Risks for Contractor to mitigate				
3		Flying debris	Employee and, Public/highway users and, Other - 3rd party contractor	Eye damage	2	2	4	Equipment requirements				
4		Noise from machinery	Employee and, Public/highway users and, Other - 3rd party contractor	Hearing damage	1	2	2	Equipment requirements				
5		Storage of materials	Other - 3rd party contractor	Injury whilst handling materials	1	2	2	Included in Residual Risks for Contractor to mitigate				
6		Storage of plant	Other - 3rd party contractor	Injury whilst moving equipment	1	2	2	Included in Residual Risks for Contractor to mitigate				
7		Exposure to dusts from cut/blown material	Employee and, Public/highway users and, Other - 3rd party contractor	Breathing difficulties	1	2	2	Equipment requirements				
8		Exposure to fly tipped material/dog excrement	Employee and, Public/highway users and, Other - 3rd party contractor	Illness or fatality	1	2	2	Equipment requirements				
9		Exposure to noxious weeds or vegetation	Other - 3rd party contractor	Personal injury – irritation to skin, cuts, abrasions and dermatitis	1	2	2	Equipment requirements				
10		Injury while operating/attaching or removing equipment	Other - 3rd party contractor	Personal Injury or fatality	2	2	4	Included in Residual Risks for Contractor to mitigate				

Annexe 6 – Pre-Contract/season meeting and Contract Progress Meetings

Example Pre-Contract/Season Meeting Agenda

Contractor: [Add name]

Venue: [Add venue]

Date: [Add date and time]

1. Staffordshire County Council Organisation
2. **Employer** and other Key Stakeholders
3. **Service Manager** or representative
4. **Contractor's** Organisation
5. Health and Safety, Environmental and Quality (including CDM)
6. Contract Agreement
7. **Contractor's** Insurances
8. Possession of Sites (for example use of depots)
9. Date for Commencement (of contract)
10. **Contractor's** programme of works including key dates and milestones
11. **Contractor's** Offices
12. Sub-Contractors – form of contract/agreements
13. Other Suppliers
14. Statutory undertakers (where applicable)
15. Traffic Management
16. Measurement, Valuation and payment including disallowed cost mechanisms
17. Performance Management
18. Communication including 'Pitching the Message'
19. Information Required by the **Contractor**
20. Information required by the **Service Manager**
21. Risk Register
22. Progress Meetings
23. Any Other Business
24. Date of Next Meeting

Example Contract Progress Meeting Agenda

Contractor: [Add name]
Venue: [Add venue]
Date: [Add date and time]

1. Apologies
2. Minutes of Previous Meeting
3. Matters Arising
4. Progress against agreed programme
5. Key Dates and milestones in the programme
6. Statutory Undertakers and co-ordination (where relevant)
7. Outstanding information required by the **Contractor**
8. Outstanding information required by the **Project Manager**
9. Risk Register
10. Sub Contractors
11. Suppliers
12. Third Parties
13. Traffic Management
14. Health and Safety, Quality and Environment
15. Complaints, Compliments and Feedback
16. Communications Plan
17. Measurement and Valuation
18. Early Warning Notices/Compensation Events/disallowed costs
19. Improvement Plan and Innovation
20. Any Other Business
21. Date of Next Meeting

25. NB Performance Management is not listed as a separate item, it is intended that performance information provides the evidence base for all items on the agenda