

From: [redacted]@tracsis.com>
Sent: 31 May 2018 13:25
To: networkaccess@bearsotland.co.uk
Cc: [redacted]@scotland.pnn.police.uk; [redacted]@bearsotland.co.uk; [redacted]@highland.gov.uk;
Subject: 3615-SCO - Inverness RSIs
Attachments: Site 1A Network Access Request - Copy.doc; Site 3 Network Access Request - Copy.doc; Site 1B Network Access Request.doc; Site 4 Network Access Request - Copy.doc

Good afternoon,

I have had a chat a few weeks ago with [redacted] regarding RSIs for Transport Scotland in and around Inverness.

We were awaiting Police Scotland confirmation of assistance, which we have now received.

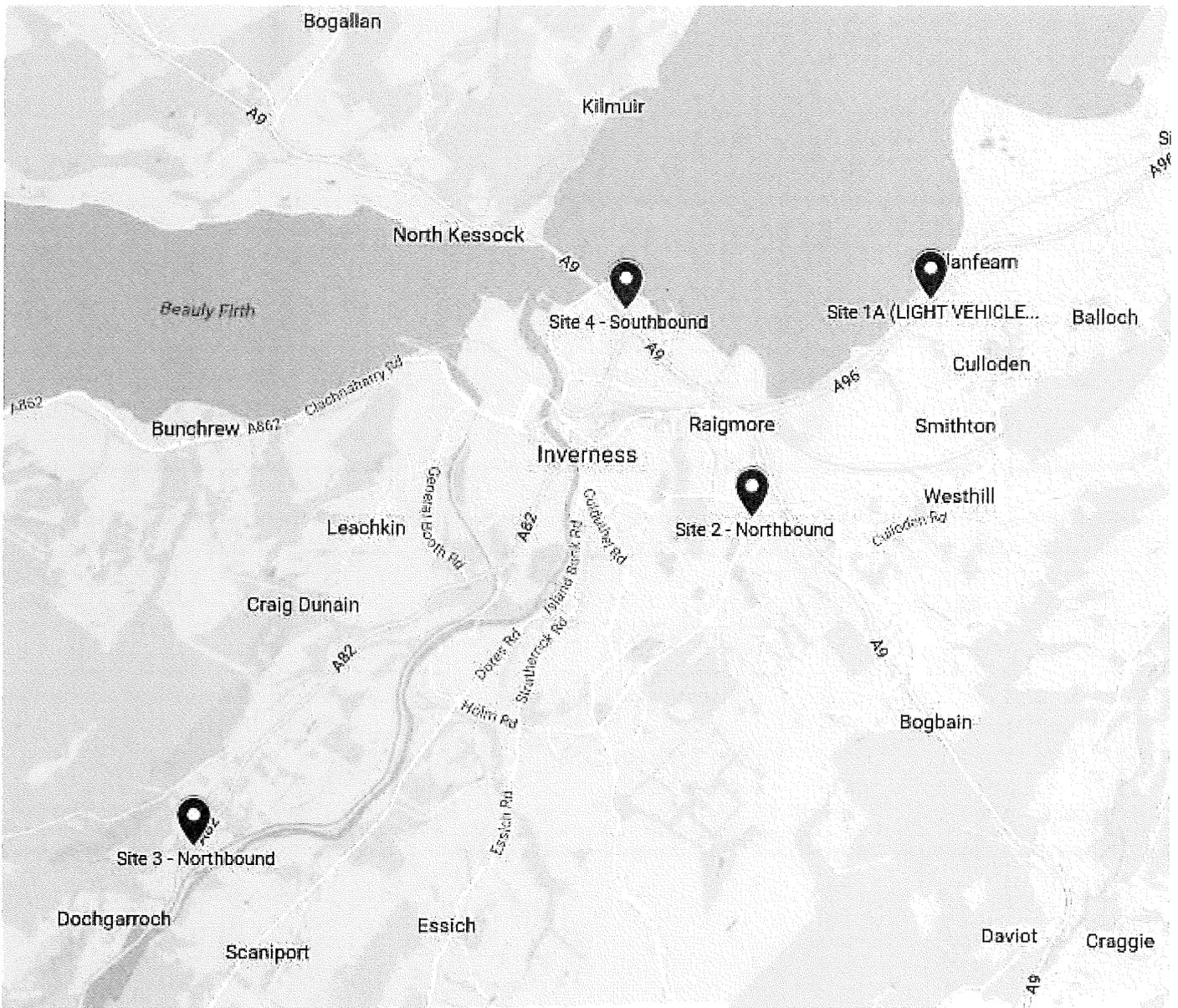
The locations and proposed dates are shown in the table below and have been agreed with [redacted] at Transport Scotland to ensure we have these surveys completed before the schools break up for summer.

Site Number	Site Description	Latitude	Longitude	Survey Dates
Site 1A	A96 - East of Raigmore	57.49454	-4.15456	12/06/2018
Site 3	A82 - West of General Booth Road (Bus Stop)	57.47069	-4.19102	14/06/2018
Site 4	A9 Kessock Bridge	57.43423	-4.30544	20/06/2018
Site 1B	A96 - Near Newton of Petty	57.49347	-4.21705	21/06/2018

Surveys will take place between the hours of **07:00 – 19:00 hours**, however we may need to suspend any laybys the previous night to ensure no HGVs use these for their break periods.

Please see the link and map below which details the exact survey locations;

https://drive.google.com/open?id=1QBvFlv8_z5yTIIXShrOEI3jUHbjnxN8U&usp=sharing



I have attached Network Access Forms for each of the four sites under BEAR Scotland jurisdiction.

Our Traffic Management company, HBS Scotland are currently preparing drawings which will be sent for your approval in due course. [REDACTED] or a member of his team may contact you directly to ensure a safe site is achieved and that everyone is happy with the layouts proposed.

We also need to invoke the blanket TTRO for each of the survey sites to ensure the safety of the site and to ensure the police officers on duty have the necessary powers to control traffic.

I am happy to assist in any way required to ensure we can keep to our programme and to ensure the successful completion of the works.

If you have any questions or require further information, please do not hesitate in contacting me.

[REDACTED]
[REDACTED]
Project Manager

Follow Us

T: [REDACTED]
DD: [REDACTED]

Tracsis
Traffic and Data Services Division

[REDACTED]

From: [REDACTED] <[REDACTED]@tracsis.com>
Sent: 31 May 2018 13:30
To: [REDACTED]@highland.gov.uk
Cc: [REDACTED]@scotland.pnn.police.uk [REDACTED]
Subject: 3615-SCO - Inverness RSIs

Good afternoon,

We have been commissioned to carry out RSIs for Transport Scotland in and around Inverness.

We were awaiting Police Scotland confirmation of assistance, which we have now received.

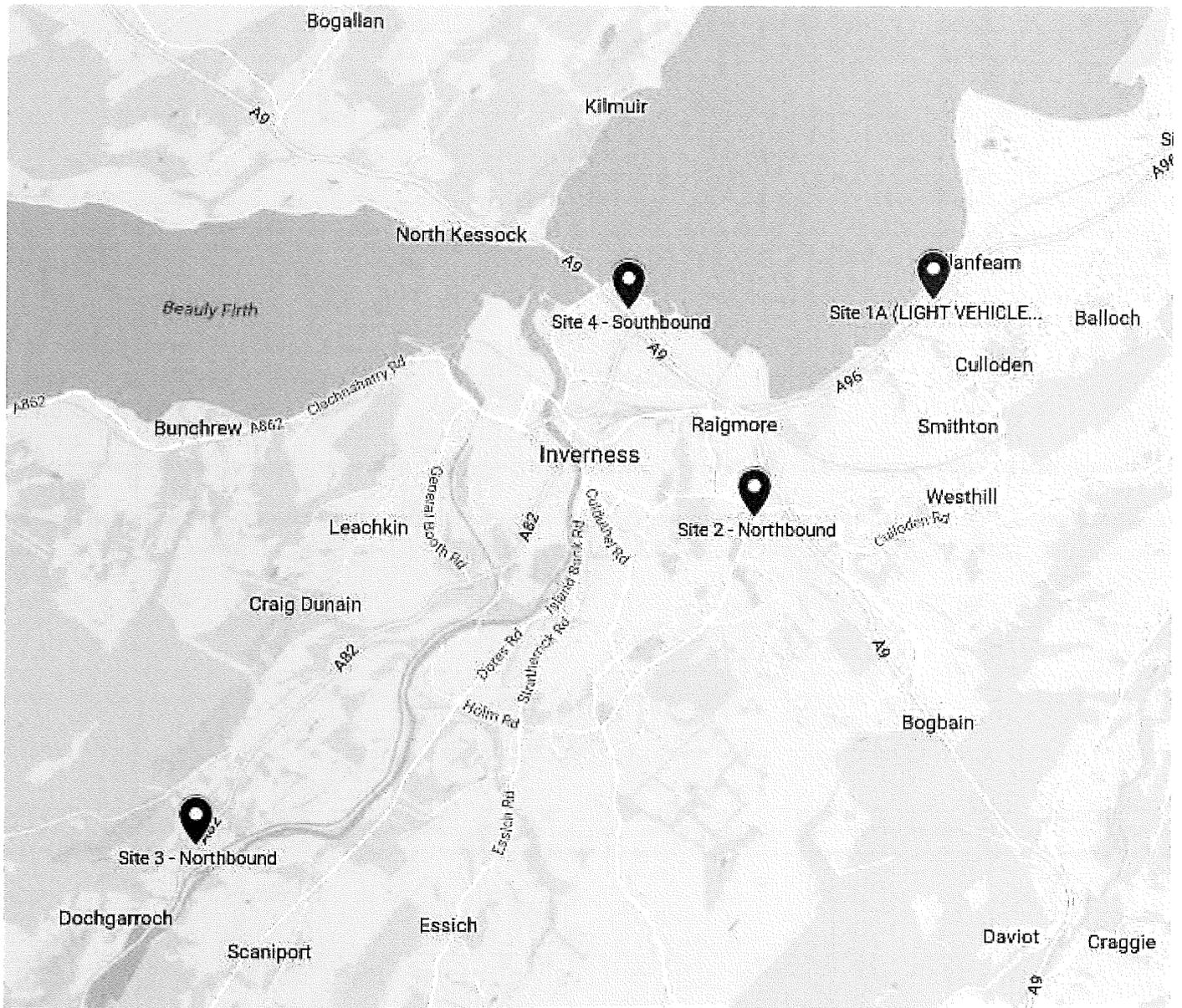
The locations and proposed date is shown in the table below and have been agreed with [REDACTED] at Transport Scotland to ensure we have these surveys completed before the schools break up for summer.

Site Number	Site Description	Latitude	Longitude	Survey Dates
Site 2	Sir Walter Scott Drive	57.51381	-4.09199	13/06/2018

Surveys will take place between the hours of **07:00 – 19:00 hours**, however we may need to suspend any laybys the previous night to ensure no HGVs use these for their break periods.

Please see the link and map below which details the exact survey locations;

https://drive.google.com/open?id=1QBvFlv8_z5yTIIXShrOEI3jUHbjnxN8U&usp=sharing



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[REDACTED]

[REDACTED]
Project Manager

Follow Us



T: [REDACTED]
DD: [REDACTED]
E: [REDACTED]@tracsis.com

Tracsis
Traffic and Data Services Division
Innes House Upper Floor 18 Shairps Business Park Houston Ind Est

[REDACTED]

From: [REDACTED]
Sent: 31 May 2018 11:59
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Task 39 - A9-A96 Inshes to Smithton RSIs - Project Procurement Strategy for Services (revised)

[REDACTED]

I consent the attached LATIS project Procurement Strategy for Services and Supplies. I will arrange for a £[REDACTED] (excl. VAT) purchase order to be created for Tracsis.

Can you please ensure reactive lines are prepared for [REDACTED] in advance of surveys taking place.

Regards

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 29 May 2018 12:05
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Task 39 - A9-A96 Inshes to Smithton RSIs - Project Procurement Strategy for Services (revised)

[REDACTED]

Please find attached a revised Procurement Strategy for the Roadside Interviews (RSIs) specified by [REDACTED] at Jacobs. An additional survey has been added because the preferred location on the A96 is only suitable for light vehicles, requiring a separate survey for HGVs further to the east.

The selected dates for the RSIs are 12, 13, 14, 20 & 21 June.

The main expense is Police support (estimated at up to £[REDACTED] per site) and there will also be some costs for traffic management. I have estimated the total expenses at £[REDACTED], bringing the total PO value required to £[REDACTED] ex VAT.

I'd be grateful if you could approve this today, so I can issue a revised Task Order.

Regards

[REDACTED]

-----Original Message-----

From: [REDACTED]
Sent: 06 April 2018 16:34
To: [REDACTED]
Cc: [REDACTED]

Subject: RE: Task 39 - A9-A96 Inshes to Smithton RSIs - Project Procurement Strategy for Services

[REDACTED]

Content that task order be instructed. Please ensure that [REDACTED] is advised of the details such that reactive press inquiry lines can be prepared.

Regards

[REDACTED]

-----Original Message-----

From: [REDACTED]

Sent: 03 April 2018 11:58

To: [REDACTED]

Subject: Task 39 - A9-A96 Inshes to Smithton RSIs - Project Procurement Strategy for Services

[REDACTED]

Please find attached a procurement strategy for 4 roadside interview surveys in Inverness (with associated traffic counts) as specified by Jacobs for the A9-A96 Inshes to Smithton project. I do not need the document returned, an email authorisation will be sufficient.

Regards

[REDACTED]

[REDACTED]

Senior Transport Planner
Strategic Transport Planning
MTRIPS
7th Floor, Buchanan House
[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 31 May 2018 13:37
To: [REDACTED]
Subject: RE: Changes to Framework Call Off TS/MTRIPS/SER/2015/09/14

Hi [REDACTED],

Thanks for the update. I have made the changes to our contracts database.

Kind regards,

[REDACTED]

From: [REDACTED]
Sent: 31 May 2018 12:10
To: [REDACTED]
Cc: [REDACTED]
Subject: Changes to Framework Call Off TS/MTRIPS/SER/2015/09/14

Hi [REDACTED],

Framework Call Off TS/MTRIPS/SER/2015/09/14 has been delayed in starting and the scope has increased. The value will now be £[REDACTED] ex VAT (not £[REDACTED]) and the call-off end date is now 31 July, not 30 June.

Can you please make those changes on your system? [REDACTED] (cc'd) is the DPA if you need his authorisation.

Thanks

[REDACTED]

From: [REDACTED]
Sent: 09 April 2018 16:15
To: [REDACTED]; TS Procurement mailbox
Subject: RE: Add Framework Call Off

Hi [REDACTED],

The call-off reference for this contract is TS/MTRIPS/SER/2015/09/14.

This reference must be quoted on all relevant invoices and documents.

Regards,

[REDACTED]

[REDACTED]

From: [REDACTED]@bearsotland.co.uk>
Sent: 04 June 2018 13:13
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: 3615-SCO - Inverness RSIs

Hi [REDACTED],

Network access NADICS ref A96 –

East of Raigmore – NE/2018/3563
Near Newton of Petty – NE/2018/3564

As far as we are aware Transport Scotland are providing the TTRO's for this.

Kind Regards

[REDACTED]
Admin Assistant
BEAR Scotland | North East Unit
Direct Line: [REDACTED] | Fax: [REDACTED]

From: [REDACTED]@tracsis.com>
Sent: 31 May 2018 13:25
To: networkaccess <networkaccess@bearsotland.co.uk>
Cc: [REDACTED]@tracsis.com>; [REDACTED]@transport.gov.scot, [REDACTED]
<[REDACTED]@scotland.pnn.police.uk>; [REDACTED] (HBS) <[REDACTED]@hbsonline.co.uk>; [REDACTED]
<[REDACTED]@bearsotland.co.uk>; [REDACTED]@highland.gov.uk; [REDACTED]
<[REDACTED]@tracsis.com>; [REDACTED] <[REDACTED]@hbsonline.co.uk>; [REDACTED]
<[REDACTED]@bearsotland.co.uk>
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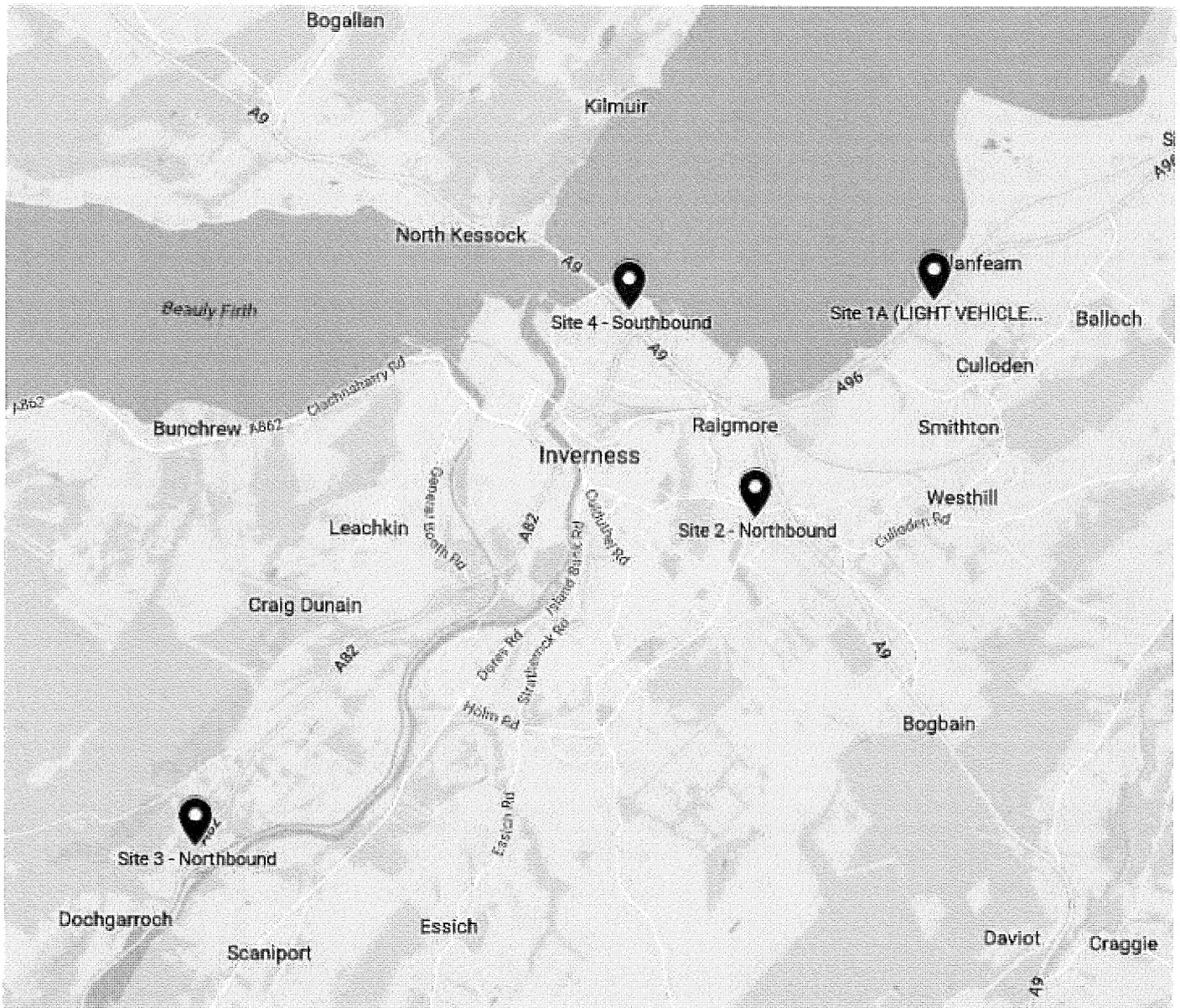
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If you have any questions or require further information, please do not hesitate in contacting me.

GENERAL

Site: _____ Date _____ Time _____	How often do you use this road? more than 3 times a week <input type="checkbox"/> 1 more than once a week <input type="checkbox"/> 2 more than once a month <input type="checkbox"/> 3 more than once a year <input type="checkbox"/> 4 less than once a year <input type="checkbox"/> 5	Where did you start this journey? Postcode? <table border="1" style="width:100%; height: 40px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table> or address _____									Will this be the last place you visit today? Where's the last place you'll go today? Postcode? <table border="1" style="width:100%; height: 40px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table> or address _____								
Vehicle Type Car / Taxi <input type="checkbox"/> 1 LGV <input type="checkbox"/> 2 + Caravan <input type="checkbox"/> 3 Motorhome <input type="checkbox"/> 4 Other _____	Vehicle Registration or Nationality _____	What is this place? Your Home <input type="checkbox"/> 1 <input type="checkbox"/> 1 Other Accommodation <input type="checkbox"/> 2 <input type="checkbox"/> 2 Normal Workplace ^a <input type="checkbox"/> 3 <input type="checkbox"/> 3 Other Workplace ^b <input type="checkbox"/> 4 <input type="checkbox"/> 4 Shop <input type="checkbox"/> 5 <input type="checkbox"/> 5 School / College <input type="checkbox"/> 6 <input type="checkbox"/> 6 Tourist Attraction <input type="checkbox"/> 7 <input type="checkbox"/> 7 Other _____	_____ _____ _____ _____																
People in Car No. of Adults <table border="1" style="width:40px; height: 20px;"> <tr><td> </td></tr> </table> No. of Children <table border="1" style="width:40px; height: 20px;"> <tr><td> </td></tr> </table>			Why travelling today? for _____ Tick all that apply passenger	Where will you finish this journey? Postcode? <table border="1" style="width:100%; height: 40px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table> or address _____									<i>For Journey Start = Your Home</i> Thinking ahead to when you'll be heading home, when do you expect to start your homeward journey? <table border="1" style="width:100%; height: 40px;"> <tr><td> </td><td> </td></tr> </table> Hour Minute						
Commute <input type="checkbox"/> 1 OR <input type="checkbox"/> 11 Business <input type="checkbox"/> 2 OR <input type="checkbox"/> 11 On Holiday <input type="checkbox"/> 3 OR <input type="checkbox"/> 12 Day Trip <input type="checkbox"/> 4 OR <input type="checkbox"/> 13 Shopping <input type="checkbox"/> 5 OR <input type="checkbox"/> 14 Visiting F / F <input type="checkbox"/> 6 OR <input type="checkbox"/> 15 Leisure <input type="checkbox"/> 7 OR <input type="checkbox"/> 16 Education <input type="checkbox"/> 8 OR <input type="checkbox"/> 17 Personal <input type="checkbox"/> 9 OR <input type="checkbox"/> 18 Other <input type="checkbox"/> 19	FOR HOLIDAY PEOPLE ONLY What is your home postcode? <table border="1" style="width:100%; height: 40px;"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table> or country for non UK residents _____									Vehicle availability How many cars or vans are available for use in your household? Number _____	_____ _____ _____ _____								
			<i>For Journey Finish = Your Home</i> Thinking back to when you set off from home, what time did you leave the house? <table border="1" style="width:100%; height: 40px;"> <tr><td> </td><td> </td></tr> </table> Hour Minute																

*Do not push hard for the 'minute'.
 "Just before 5pm", write in 16:55,
 "The back of 5pm", write in 17:05,
 "About 5pm", write in 17:00*

Notes, Sense Checks and Prompts
 Full vehicle registration rather than the 'Year identifier'. This will allow us to get more complete vehicle details from the DVLA database (if needed)
 If respondent says Origin = Cairnryan, we need to ask if the trip origin was in Northern Ireland (and where in NI) unless the person works in Cairnryan or was dropping someone there Home changed to Your Home. If person is going to someone else's home, this is 'Other Accommodation'.
 If start place = <Your Home, Normal Workplace, School / College> and end place is the same - prompt for check; e.g. "Can I just check, you've said you're going from <Your Home> to <Your Home>. Is this correct?
 A = Start Place and B = Finish Place then prompt the following journey purpose
 if A = Your Home and B = Normal Workplace then <Commute to / from work>
 if B = Your Home and A = Normal Workplace then <Commute to / from work>
 if B = Other Workplace then <Business>
 if A = Other Workplace and B = Your Home then <Business>
 if A = Other Workplace and B = Normal Workplace then <Business>
 if A = Your Home and B = Tourist Attraction then <Day Trip>
 if B = Your Home and A = Tourist Attraction then <Day Trip>
 if B = Shop then <Shopping>
 if B = School / College / University then <Education>
 if A = other accommodation and B = Tourist Attraction then <On Holiday>
 if B = other accommodation and A = Tourist Attraction then <On Holiday>
 All other combinations just ask for journey purpose

HGV ONLY

Site: _____

Date _____

Time _____

Vehicle Type

OGV1 1

OGV2 2

Other _____

Vehicle Registration or Nationality _____

What are you carrying today?

Agriculture Products or Live Animals 1

Food stuffs or Animal Fodder 2

Solid Mineral Fuels 3

Petroleum products 4

Ores and Mineral Waste 5

Metal products 6

Minerals or Building Materials 7

Fertilisers 8

Chemicals 9

Machinery / Transport Products 10

Leather / Textile or other manufactured articles 11

Other _____

Unladen weight of vehicle

Weight of goods being transported _____

How full is your vehicle

Full 1 1/4 full 4

3/4 full 2 Empty 5

1/2 full 3

Where was your last pick up or Delivery?

or address _____

↓

What was this place?

House 1 1

Retail 2 2

Distillery 3 3

Agriculture & Fishing 4 4

Industrial / Business 5 5

Freight Facilities / Terminal 6 6

Other _____

↑

Have you made any other pick ups or deliveries today?

Yes - Delivery 1

Yes - Pick up 2

No - next question

Where was your first one?

or address _____

Where is your next pick up or Delivery?

or address _____

↓

What is this place?

House 1 1

Retail 2 2

Distillery 3 3

Agriculture & Fishing 4 4

Industrial / Business 5 5

Freight Facilities / Terminal 6 6

Other _____

↑

Will you make any more pick ups or deliveries today?

Yes - Delivery 1

Yes - Pick up 2

No - next question

Where will be your last one?

or address _____

How often on this section of road?

more than 3 times a week 1

more than once a week 2

more than once a month 3

more than once a year 4

less than once a year 5

GENERAL

Site: _____

Date _____

Time _____

Where did you start this journey?
Postcode?

or address

What is the purpose of this trip?

Commute 1

Business 2

On Holiday 3

Day Trip 4

Shopping 5

Visiting Friends or Family 6

Leisure 7

Education 8

Personal 9

Other _____

How will you get from there to your final destination?

Walk 1

Cycle 2

Bus 3

Train 4

Subway 5

Other _____

To the nearest 5 minutes, how long will it take you to get from where parked to your final destination?

Vehicle Type

Car / Taxi 1

LGV 2

+ Caravan 3

Motorhome 4

Motorcycle 5

Minibus 6

Other _____

What is this place?

Your Home 1

Other Accommodation 2

Normal Workplace ^a 3

Other Workplace ^b 4

Shop 5

School / College 6

Tourist Attraction 7

Other _____

How often do you make this trip?

more than 3 times a week 1

more than once a week 2

more than once a month 3

more than once a year 4

less than once a year 5

For Journey Start = Your Home

Thinking ahead to when you'll be heading home, when do you expect to start your homeward journey?

--	--

Hour Minute

Vehicle Registration or Nationality

What is this place? (continued)

Your Home 1

Other Accommodation 2

Normal Workplace ^a 3

Other Workplace ^b 4

Shop 5

School / College 6

Tourist Attraction 7

Other _____

At your destination where do you expect to park?

At Home [drive / garage] 1

Workplace carpark 2

On street - free 3

On street - permit 4

On street - pay 5

Public carpark - free 6

Public carpark - pay 7

Other _____

For responses 3 to 7

For Journey Finish = Your Home

Thinking back to when you set off from home, what time did you leave the house?

--	--

Hour Minute

People in Car

No. of Adults

No. of Children

Where will you finish this journey?

Postcode?

or address

How many people live in your household?

No. of Adults _____

No. of Children _____

This survey is entirely voluntary. Are you willing to answer some questions about you and your journey today?

Yes Proceed

No **Terminate Survey**

How many vehicles are available for use in your household?

Number _____

HGV ONLY

Site: _____

Date _____

Time _____

Where was your last pick up or Delivery?

or address _____

Site: _____

Date _____

Time _____

Where was your last pick up or Delivery?

or address _____

Vehicle Type

OGV1 1

OGV2 2

Other _____

Vehicle Type

OGV1 1

OGV2 2

Other _____

Vehicle Registration or Nationality _____

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House 1 1

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Distillery 3 3

Agriculture & Fishing 4 4

Industrial / Business 5 5

Freight Facilities 6 6

/ Terminal

Other _____

Vehicle Registration or Nationality _____

What was this place?

House 1 1

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Freight Facilities 6 6

/ Terminal

Other _____

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Agriculture Products and Live Animals 1

Food stuffs and Animal Fodder 2

Solid Mineral Fuels 3

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Ores and Mineral Waste 5

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Minerals & Building Materials 7

Fertilisers 8

Chemicals 9

Machinery / Transport Products 10

Leather / Textile or other manufactured articles 11

Other _____

Where is your next pick up or Delivery?

What are you carrying today?

Agriculture Products and Live Animals 1

Food stuffs and Animal Fodder 2

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Machinery / Transport Products 10

Leather / Textile or other manufactured articles 11

Other _____

Where is your next pick up or Delivery?

Unladen weight of vehicle _____

Weight of goods being transported _____

or address _____

Unladen weight of vehicle _____

Weight of goods being transported _____

or address _____

How full is your vehicle

Full 1 1/4 full 4

3/4 full 2 Empty 5

1/2 full 3

How full is your vehicle

Full 1 1/4 full 4

3/4 full 2 Empty 5

1/2 full 3

[REDACTED]

From: [REDACTED]@jacobs.com>
Sent: 05 June 2018 10:49
To: [REDACTED]
Cc: [REDACTED]
Subject: Inverness RSIs
Attachments: Task P6 - Tay Cities RSIs - RSI questionnaire.xlsx; Southwest RSI questionnaire - October 2017 final.xlsx

[REDACTED]

I am currently reviewing previous questionnaires when pulling together the one to use in the upcoming Inverness RSIs and was wondering if there is anything that you would want included from a LATIS perspective. I am currently leaning towards using the same questions used for the Tay Cities RSIs, but wasn't sure if we should include something for tourists, similar to that on the southwest RSIs.

Any thoughts?

Regards,
[REDACTED]

[REDACTED] TPP MCIHT
Jacobs
Principal Transport Planner | Strategic Consulting and Digital Solutions
DD: [REDACTED]
[REDACTED]@jacobs.com

www.jacobs.com/transportationplanning

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1180 Eskdale Road, Winnersh, Wokingham RG41 5TU
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For more information please visit <http://www.symanteccloud.com>

Inverness A9/A96 Inshes to Smithton Roadside Interview Surveys

Transport Scotland is ~~undertaking surveys to find out people's travel patterns in the Inverness area. The information will inform the development of two projects which are being carried out as part of the Inverness and Highland City Region Deal to reduce conflicts between strategic and local traffic. The studies will identify a preferred junction arrangement for the A9/A82 Longman roundabout and continuing with the inform the development and assessment of the preferred option for a single carriageway road connecting the A9 and A96 via the A9/A96 Inshes to and to Smithton scheme in Inverness, being delivered as part of the Inverness and Highland City Region Deal. To inform the study, we are undertaking surveys to find out people's travel patterns in the Inverness area.~~



Privacy and your personal information

You can choose whether to complete this survey. It is being done by Tracsis Traffic Data Ltd, working on behalf of Transport Scotland. We will combine the information about your journey with that of other passengers to understand the pattern of travel movements in the area.

To find out why we collect personal information and how we use it, please see our privacy policy at <https://www.transport.gov.scot/privacy-policy/>. Any personal information you provide will only be stored for as long as required to build this pattern of travel movements, then it will be deleted. If at any time after completing this questionnaire you would like your information to be deleted, please contact Transport Scotland.

Transport Scotland is the national transport agency for Scotland, delivering the Scottish Government's vision for transport

For more information on this study or to request the deletion of data, please contact:

[redacted]
Buchanan House
Glasgow
G4 0HF

Telephone: **[redacted]**

Email: **[redacted]**

ROADSIDE INTERVIEW SURVEYS NOTES FOR POLICE OFFICERS

Introduction

These notes are to give general guidance to Police Officers when undertaking duties at roadside interview stations in accordance with the statutory powers set out in the Road Traffic Act 1988, Section 35 and 36.

Survey Operation

Roadside interview surveys typically operate from 07:00 to 19:00. A Police Officer must be on site at least 15-minutes prior to the start to allow for any site specific briefing.

Officers should wear Class 3 hi-vis reflective jackets at all times whilst on site. The survey station is required to operate in virtually all weather conditions except when the safe operation of a site is at risk because of poor visibility or related factors. Suitable clothing should therefore be worn.

If the Police Officer on duty has reason for concern about any aspect of the operation of the Interview station, he should consult with the supervisor about remedial action. Any instructions the Police Officer may wish to give on the survey site during the time it is operating should be given to the Supervisor and not to individual members of the survey team (except in emergencies).

Shift working can be undertaken, if convenient, providing a Police Officer is on duty at all times when interviewing is taking place. If Officers are not present the interviewing will have to cease and this will consequently disrupt the survey and increase its cost, as the section of the survey will have to be repeated. Casual breaks are not permitted, as continuous interviewing for the whole of the scheduled period is essential for statistical purposes.

Other than at sites where two Police Officers are on duty, a relief for meal breaks should be prearranged.

If a relief is late in arriving the Officer on duty should ask the supervisor to contact the appropriate station. They should not leave the site until relief arrives as this will result in the suspension of interviews as detailed in the previous paragraph.

The survey requires that a random sample of vehicles, both private and commercial, be selected for interview. On sites where the interview bay is not separated from the main traffic stream (on single two lane carriageways) the Police Officer should position himself by the interviewer who is furthest from the approaching traffic stream and stop the first vehicle driver for interview directly in front of him. Following vehicles will then stop in front of the remaining interviewers. On completion of the interviews the traffic should be signalled to proceed.

On layby sites with two Officers working at the same time, one Officer should be in a position to direct selected traffic into the layby, whilst the other Officer should be positioned at the head of the site alongside the position where the "lead" vehicle will stop.

The second officer will stop the lead vehicle in position for the Interviewer to carry out the survey; in addition they are responsible for releasing traffic back into the main flow of traffic on completion of the interview.

Random sampling must be achieved as far as is compatible with the safe operation of the site but the following points are stressed:-

a. Do not wait until there is a break in the approaching traffic stream before stopping the next batch of vehicles, as this may bias the sample (i.e. you may tend to stop more slow moving vehicles). This could also reduce the sample rate, as interviewers may be standing idle.

b. Keep the interviewers busy but not overloaded, and always direct the vehicles in numbers which correspond to the number of interviewers on the station.

c. Do not be reluctant to stop specific types of vehicles if they are required by the sample

e.g. heavy goods vehicles, which may be slower to accelerate on completion of the interview. (The location of the site will always be such that severe gradients are avoided and, although some difficulty by heavy vehicles may be encountered in starting away from the site, all vehicle types must be sampled to avoid bias).

d. Do not be reluctant to stop the faster moving vehicles, but obviously safety is the paramount concern.

e. The Police Officer should position themselves so that they have full control over all traffic entering the survey area. This usually requires that he/she stands in the carriageway. The layout of the station should therefore be arranged so the traffic approaches the sampling line and Police Officer at a reasonably slow speed i.e. well below 30mph.

The following types of vehicles should not be selected for interview:

SERVICE BUSES, EMERGENCY SERVICES, ARMED FORCES,
VEHICLES IN CONVOY, ROYAL MAIL VANS, SECURITY VEHICLES,
PEDAL CYCLES, DRIVING SCHOOL VEHICLES.

Some delays are inevitable at roadside interview stations in the same way as those at roadworks, temporary traffic signals, and other exceptional events. The close co-operation of the Police Officer and site supervisor is required to ensure that these delays are reduced to a minimum compatible with safety and the maintenance of an adequate sample.

Should it be necessary to suspend or terminate the interviewing because of conditions (i.e. weather, traffic congestion etc.) the officer should write a brief report on the incident for the supervisor.

It is advised that a copy of these notes or similar advice be in the possession of the Police Officer when they are at an interview station.

Email sent on 8 June 2018 at 13:39 from a Police Scotland Sergeant in the Roads Policing Unit to Police Scotland officers taking part in the Roadside Interview Surveys, copy to the Police Scotland Resource Deployment Unit, a Police Scotland Inspector in the Roads Policing Unit, a Project Manager at Tracsis Traffic and Data Services Division and a Transport Scotland official.

Subject: Roadside Survey Deployments Inverness Area

Attachment: Roadside Interview Surveys – Notes for Officers

Good afternoon,

You are on the list as volunteering to assist in the running of Roadside Interviews on behalf of Transport Scotland.

Thank you for offering your assistance as these surveys cannot proceed without police officers being on hand to safely pull in vehicles into the survey area.

I have attached a briefing note for your information.

I must point out the surveys take place between 0700 and 1900 hours and it is important you are present at the site location to allow the survey to take place between your shift hours.

If at any point you feel the site is not safe you must make the site supervisor aware and if necessary stop the operation until the safety issue has been resolved.

Please take the time to read through the attached notes and feel free to give me a call to discuss any issues.

Please also note the contact details below should there be any issues on the day.

- Please refer to the location details below indicating the exact point at which the surveys will be taking place.

Thanks again,

- RDU - can I please ask the Scope record for the undernoted officers is updated to show Rest Day working as per shift below.

Overtime codes for the Roadside Surveys;

[redacted]

Site Number	Site Description	Latitude	Longitude	Survey Dates	Site/Location Specific Notes	Authority
Site 1A	A96 - East of Raigmore	57.49454	-4.15456	12/06/2018	Light Vehicles Only - Westbound	BEAR Scotland / Transport Scotland
Site 2	Sir Walter Scott Drive	57.47069	-4.19102	13/06/2018	Northbound	Highland Council
Site 3	A82 - Near Dochgarroch (Bus stop)	57.43423	-4.30544	14/06/2018	Northbound	BEAR Scotland / Transport Scotland
Site 4	A9 Kessock Bridge	57.50315	-4.24726	20/06/2018	Southbound	BEAR Scotland / Transport Scotland
Site 1B	A96 - Near Newton of Petty	57.51381	-4.09199	21/06/2018	Westbound (Focus on HGV)	BEAR Scotland / Transport Scotland

[redacted]

Trunk Road Traffic Management

Operations and Justice Division of Police Scotland

[redacted]

Traffic Scotland National Control Centre

South Queensferry

EH30 9SF

Email sent on 29 May 2018 at 09:39 from a Police Scotland Sergeant in the Roads Policing Unit to a Police Scotland colleague in the Northwestern Resource Deployment Unit and to a Project Manager at Tracsis Traffic and Data Services Division, copy to Transport Scotland, Jacobs and a Police Scotland Inspector in the Roads Policing Unit.

Subject: RE: Inverness RSIs [OFFICIAL]

[redacted]

Thanks from me too for your help with this.

I will send out a short briefing note to the individual officers to let them know their role and responsibilities.

Thanks again,

[redacted]

From: [redacted]@Tracsis.com
Sent: 29 May 2018 09:32
To: Resource Deployment Unit N Division
Cc: Transport Scotland, Jacobs, Tracsis, Police Scotland
Subject: Fw: RE: Inverness RSIs [OFFICIAL]

Good morning [redacted],

Thank you for making this happen. I really appreciate your efforts on this.

I have had a confirmation email from the consultants working for Transport Scotland and these dates are suitable.

I will be bringing together a program of works over the next few days and will forward it to you.

If there are any direct contacts for each of the 5 shifts I can certainly liaise with them directly if this is preferable.

Please let me know if you have any questions or require further information.

[redacted]

Tracsis
Traffic and Data Services Division
Innes House Upper Floor 18 Shairps Business Park Houston Ind Est
Livingston
Scotland
United Kingdom
EH54 5FD

From: [redacted]@scotland.pnn.police.uk
Sent: Mon, 28 May 2018 15:54:02 +0100
To: [redacted]@Tracsis.com
Subject: RE: Inverness RSIs [OFFICIAL]

OFFICIAL

Hi [redacted]

Finally have enough volunteers to cover the Road Survey as per table below. The survey will need to run over five days, 12 to 14 June and 20 & 21 June. These dates will give all volunteers at least one overtime shift:-

Key:- Blue for Early Shift
Green for Late shift
Orange for both shifts on a day

[redacted]

Please confirm as soon as possible that this is OK before I let them know.

Thanks

[redacted]

Resource Deployment Support Officer
RDU
Perth Road Police Station
Inverness

From: [redacted]@Tracsis.com
Sent: 03 May 2018 15:54
To: [redacted]@scotland.pnn.police.uk
Cc: Transport Scotland, Tracsis, Police Scotland
Subject: Inverness RSIs

Good afternoon [redacted]

Just to confirm from our chat we have been given permission by Transport Scotland to extend our deadline for carrying out these surveys until 21 June 2018.

This should hopefully give you more time in attracting officers to take up the offer of overtime.

It is a preference, as discussed, that we carry out the surveys as 2 Tues, 2 Wed & 1 Thurs, however if this proves to be too onerous to staff we could do one survey per day.

All 5 surveys to be complete by the 21st June.

I hope this makes sense.

If you have any questions or require further information, please do not hesitate in contacting me.

[redacted]

Tracsis

Traffic and Data Services Division
Innes House Upper Floor 18 Shairps Business Park Houston Ind Est
Livingston
Scotland
United Kingdom
EH54 5FD



METHODOLOGY STATEMENT AND SAFETY GUIDE - ROADSIDE INTERVIEW SURVEYS

1. Introduction

This document is designed to make you aware of the hazards associated with undertaking Roadside Interview surveys. You must read the following and adhere to the guidance set out. Full details of how to plan and execute Roadside Interviews (RSI's) can be found in Work Instruction (WI) WI05-06, Roadside Interviews.

2. Competence of technicians

As part of the initial selection process interviewers will be assessed to ensure that they understand safety issues and can be expected to work safely on location. The survey manager or survey supervisor will carry out initial training with safety as the central theme. You will be assessed on an ongoing basis by the survey supervisor to ensure that safety is adhered to and locations will be audited periodically by the designated survey manager.

3. Location Design

The design of the traffic management scheme will conform to current codes of practice and will have been agreed in consultation with the Highway/ Roads Authority and the police before commencement of work. Temporary location illumination may be used as appropriate. Locations are to be set up in accordance with the Traffic Signs Manual Chapter 8.

4. Traffic Management Erection and Maintenance

The survey supervisor will not accept hand over from the traffic management contractor until the location is laid out as per the approved scheme. Only technicians who have received safety training regarding the specific hazards of the work will be employed to install/ maintain and remove temporary traffic management. The exception to this would be technicians who are undergoing training and are directly supervised by a competent person. You are not, therefore permitted to alter the traffic management layout. If you become aware of a problem with the signage or coning you should report this immediately to the supervisor who will then refer this to the contractor as necessary.

It may be necessary on the day of the survey to vary the layout of the location to suit local conditions. This can only be done by the Traffic Management contractor after consultation with the supervisor and police and with their agreement.

The interviewer standing area may be taped off, if specified. Take care that cones are lined up so that there is minimum possibility of them being 'clipped' by lorries. At locations where temporary lighting is being used, the supervisor is responsible for making regular checks on the lighting rig once in place including cable management.

Cables must be laid out safely, without knots or kinks and must be traced by cones. Cable drums must be unwound to avoid heat build up. Although it sounds obvious, live cable must not

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be cut. Avoid contact with hot glass from lights. Damage to the lighting rig must be immediately reported to the supervisor, who will in turn report to the traffic management contractor.

5. Personal Protective Equipment (PPE)

You will be issued with a high visibility vest or jacket and this must be worn at all times during the survey. It may be necessary to wear full PPE clothing i.e. Jacket, Trousers, Boots and Hard Hat as directed by the client in question.

Warm, weatherproof clothing is supplied to full time staff; agency/ temporary staff should ensure that they are equipped with warm clothing and waterproofs. In inclement weather zips and any storm flaps should be fastened. Remember hearing and peripheral vision may be impaired when wearing a hood therefore hats are preferable. Suitable footwear, that is comfortable, keeps feet dry and has a good grip, should be worn. Remember you may have to stand for long periods of time in all conditions.

In particularly bad weather or where visibility is low, a decision will be made by the supervisor concerning the safe operation of the location. If the risk becomes unacceptable, the location will be suspended.

6. Personal/Third Party Safety

You should always attend the pre-survey briefing to ensure that you are fully familiar with the survey requirements. Working in live road traffic management schemes presents numerous hazardous situations; principally:

- Vehicles on carriageways losing control and entering interview area
- Workers/interviewers stepping into the path of moving vehicles
- Crossing the carriageway to reach the interview bay

In order to minimise these hazards you must observe the safety zones, which are there to segregate you from the traffic. Always minimise your exposure to traffic by:

- Wearing the high visibility jacket provided
- Standing in the coned off zone and not leaving it unnecessarily
- Not removing cones, barriers etc.
- Positioning yourself safely when conducting an interview
- Taking care when stepping backwards after completing an interview
- Positioning yourself to avoid wing mirrors and vehicle wheels to avoid injury
- Interviewing left hand drive vehicles only where interviews can be carried out without exposing you to danger

At certain locations specific walking routes to/ from the locations may be prescribed to minimise the risk from crossing moving traffic. Any such instructions from the supervisor must be adhered to. On high speed roads whenever possible only cross via an overbridge or pedestrian



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underpass. If it is necessary to cross a carriageway, be prepared to wait for a suitable gap in the traffic to allow you to walk briskly across; do not run. Ensure that you are not carrying items that could be dropped and cause an accident. Follow the HSE guidance contained in Construction Information Sheet No.53, "Crossing high speed roads on foot during temporary traffic management works".

It is not possible to inform drivers in advance of the date/ location of RSI's and as a result they may express frustration at being held up. This can on occasions lead to verbal abuse being directed at the interviewers. You must always remain calm in such situations and just step away from the vehicle. In extreme cases contact the police officer on location and ask them to speak to the driver. NEVER engage in an argument with the driver as this will only escalate the situation.

7. Authorised vehicles and vehicle parking

The Company has set a high standard of criteria in respect of the use of Company vehicles. The following will apply:

- Vehicles authorized for use which includes vehicles owned or hired by the Company shall be insured for business purposes. Personal vehicles used are to be insured under individual arrangements.
- Only vehicles fitted with hazard beacons can be used within traffic management layouts. Otherwise vehicles must be parked away from the location and arrangements made to transport interviewers to location. If this is the case the driver should be mindful of security. The Company cannot be held responsible for break-ins.
- Where applicable, switch on beacons prior to entering the traffic management area.
- Always park your vehicle as far away from traffic as possible and leave the vehicle from the side remote from traffic – beware of turbulence from passing lorries.
- If in doubt about where to park, ask the supervisor. The vehicle must be completely away from live traffic. It must not be left jutting out, blocking other vehicles sightlines at junctions or obstructing pedestrian movement.
- The only vehicle that will be allowed onto a motorway location will be the survey vehicle equipped with a flashing amber beacon and Motorway Maintenance sign. It must be parked on the hard shoulder, protected by cones. Other vehicles must be parked at the nearest convenient safe place.

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METHODOLOGY STATEMENT AND SAFETY GUIDE - ROADSIDE INTERVIEW SURVEYS

8. Rest breaks

Tiredness reduces alertness, which is essential when working near live traffic. Supervisors will ensure that sufficient and adequate rest breaks throughout the day are planned into the schedule. You will be briefed on the times of breaks and these must be followed to ensure both you receive sufficient rest time and also the rota for breaks for other staff is not disrupted.

During breaks:

- Do tell your supervisor if you are going off location
- Do not drop litter
- Make sure you are back in time for the changeover with other staff
- Do not stand in the coned area talking to interviewers

9. Toilet and wash facilities

The supervisor is responsible for arranging suitable toilet and wash facilities. This may mean negotiating with local amenities such as garages, service areas or pubs. It may be necessary to transport staff to any such facilities and this will be covered at the pre-survey briefing

10. Alcohol and drugs

You must come to work sober and not under the influence of drugs. You must not consume alcohol or drugs whilst on duty and you should allow a gap of no less than 8 hours between consuming alcohol and arriving for work. Supervisors/managers have the authority to remove you from location if he/she judges you to be unsafe because of drugs or alcohol.

11. Emergencies

In emergencies the police officer will take charge. You should take actions as requested by the police or if not instructed stand aside. If in doubt about a situation do not risk personal safety. Contact the supervisor or use the telephone provided to inform the emergency services. The supervisor will contact the survey manager to inform him of an emergency situation/dangerous occurrence. The first aid kit provided in the supervisor's vehicle has instructions for emergency first aid however if in doubt call an ambulance or refer to a Doctor. The fire extinguishers carried in the supervisor's vehicle may be used to extinguish small fires, but do not risk personal safety by doing so.

12. Exposure to Sun

Over exposure to the ultra violet ray of the sun can cause severe burning, dehydration and the feeling of nausea known as sunstroke. It is now common knowledge that long and repeated exposure to ultra violet rays can cause skin cancer.



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The basic control measures are to apply a sun block and to wear a hat that will give shade to both the head and neck. Do not work without upper body clothing. The Company will not issue sun block, as there may be employees who may be allergic or become allergic to certain types of creams. Where an employee has skin allergies he/she should seek medical advice on the most suitable cream to use. As the work of the Company involves outdoor work there is a foreseeable risk of injury or ill health from exposure to the sun. The Company therefore has a legal duty to identify, assess and control the risk. Information and training to allow employees and sub contract staff to appreciate the risks to their health and the precautions to be taken to protect themselves is also a legal requirement. Supervisors and managers have a duty to inform their employees and subcontractors of the risks and the control measures to be taken.

13. Noise

Traffic noise is high on many roads making communication difficult and there is a medium risk of not hearing warnings. You must be especially visually aware when crossing roads/carriageways. Exposure to excessive noise over a long period of time can result in noise induced hearing loss. The Noise at Work Regulations recognise dangerous noise levels as being 90 dB (A) and above, this is an 8-hour time weighted average. Employers have a duty to protect employees from noise.

14. Exposure to dust and fumes

Certain locations can present high levels of dust and fumes especially where the interview bay is located on a hatched section of road or hard shoulder not regularly used by vehicles. Restricting the amount of time employees spend on the survey by staff rotation will be the main control of exposure to dust and fumes. At locations where exposure cannot be ameliorated by other measures eye shields to the appropriate protection factor may be issued.

RISK ASSESSMENT FORM		Assessed by:	Date:		Final Assessment								
		[redacted]	21/05/2018		Risks Assessed:								
		Manual Survey - Road Side Interviews (RSI)											
HAZARDS	WHERE	WHO MIGHT BE HARMED	Likelihood		Severity		IS THE RISK ADEQUATELY CONTROLLED	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK					
Those which could reasonably expect to result in harm e.g.: SLIPS, TRIPS, MOVING PARTS, NOISE, TEMPERATURE, PRESSURE, ELECTRICITY, VEHICLES, HEIGHTS, MANUAL HANDLING, LIGHTING	ROOM, AREA, LOCATION, BUILDING, NUMBER/NAME	What groups of people e.g: OFFICE STAFF, TECHNICIANS CONTRACTORS, CLEANERS, PUBLIC, VISITORS	1. Extremely Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Almost certain to happen		1. Minor Injury/disease no lost time 2. Injury/disease up to 3 days lost 3. Reportable under RIDDOR 2013 over 7 days 4. Major Injury/Long term absence 5. Death		Have you already taken precautions against the risk from the hazards listed e.g. Provided adequate information / instruction / training. Do the precautions: 1. Meet the legal requirements ? 2. Comply with the industry standards ? 3. Represent good practice ? 4. Reduce the risk as far as reasonably practicable.	What more could you reasonably do for those risks which are not controlled. Give priority to high index risks or those which effect a large number of people. Try:- 1. Removing the risk completely 2. Prevent access (e.g. guarding) 3. Organise work to reduce exposure 4. Issue personal protective equipment 5. Provide welfare facilities (wash etc)					
LIST HAZARDS HERE	LOCATION OF HAZARD	WHO AFFECTED	ENTER LIKELIHOOD HERE	ENTER SEVERITY HERE	RESULT	RISK CATEGORY	CONTROLS	FURTHER ACTION NECESSARY	ENTER LIKELIHOOD HERE	ENTER SEVERITY HERE	RESULT	RISK CATEGORY	ACTION REQUIRED WITHIN
Setting up RSI's. Hazard - causing obstruction and potential danger to road users and pedestrians.	Survey location(s)	Technicians, vehicle drivers, possibly other pedestrians	3	5	15	HIGH	1. Procedural instructions for technicians to take extreme care when moving around the road area in the vicinity of the survey location. 2. Technicians must wear PPE clothing including high visibility jacket/vest, trousers, safety boots, hard hat, gloves as appropriate.	1. Managers/Supervisors are to monitor and provide guidance in this area. 2. Comprehensive briefings must be given which highlight relevant hazards.	1	5	5	LOW	
Conducting RSI's. Movement in and around interview area, directing traffic in and out of area. Hazard - moving around area of traffic whilst concentrating on survey interviews.	Survey location(s)	Technicians, vehicle drivers, possibly other pedestrians	3	5	15	HIGH	1. Procedural instructions for technicians to take extreme care when around the road area in the vicinity of the survey location. 2. Technicians must wear appropriate PPE.	1. Managers/Supervisors are to monitor and provide guidance in this area. 2. Comprehensive briefings must be given which highlight relevant hazards.	1	5	5	LOW	
Experiencing verbal/physical abuse whilst interviewing. Confrontational/irate interviewees. Hazard - potentially suffering mental or physical harm.	Survey location(s)	Technicians (all)	2	5	10	MEDIUM	1. Procedural instructions contained in Vol 2 Sec 2b are to be adhered to. 2. Technicians will be aware of how to conduct themselves in such circumstances,	1. Managers and Supervisors are to monitor and report any feedback to senior managers for review.	1	5	5	LOW	
Air pollution, Hazard - constant exposure to vehicle fumes	Survey location(s)	Technicians	3	3	9	MEDIUM	1. Maximum duration of staff at roadside is 60 minutes. Survey staff may be issued with smog masks if appropriate.	1. This must be communicated to the survey staff.	1	5	5	LOW	
WELFARE - Toilet facilities are to be identified and communicated to the survey staff.	Survey location(s)	Technicians	2	2	4	LOW	1. In the event of the facilities being on location care must be taken when moving from the survey area to the facilities.	1. This must be communicated to the survey staff.	1	5	5	LOW	
Health risks from contact with disease, Hepatitis A, SHARPS	Traveling to or at Survey location	Technicians, members of the public	3	5	15	HIGH	1. Cover all wounds with a waterproof dressing 2. Wear company safety gloves. 3. Wash hands before touching eyes, face, mouth, and eating. 4. Upon Discovering ant SHARPS do not touch, Inform your supervisor immediately and await instructions. 5. If any SHARPS penetrate the skin then inform your supervisor and seek medical attention immediately	1. Should you feel ill at any time then contact your doctor for medical advice ,Report any illness to you manager/HSEQ dept as soon as possible. 2. First aid kits and instructions are available in all technicians vehicles.	1	5	5	LOW	

Accident caused by loss of task control	company locations, Survey locations	Company staff, Pedestrians, members of the public and other road users	2	5	10	MEDIUM	1. If required ensure you sign in/register your attendance at the station. 2. All staff MUST be aware of the station arrangements relating to the work that you are undertaking . 3. in doubt then stop , seek advice from your supervisor, station supervisor or project manager.	HSEQ to monitor/review any feedback form events.	1	5	5	LOW	
Working long hours. Risk of tiredness and loss of concentration.	Station area.	Survey staff	2	5	10	MEDIUM	1. Survey location supervisors are to ensure working schedule is devised in order to avoid tiredness and loss of concentration.	1. Project managers to monitor.	1	5	5	LOW	
Trips, slips and falls working near roadside	Survey locations	Technicians/Public	3	5	15	HIGH	1. An inspection of the location area is to be conducted to ensure no hazards exist at ground level. 2. All company staff are to wear safety boots which provide toe, sole and ankle protection and protective gloves where practicable. 3. If removing obstructions from the location this must be undertaken wearing gloves. 4. Do not attempt to move anything unless you are sure it will not cause injury. 5. Do no walk around with hands in pockets. 6. All events to be reported to HSEQ.	1. HSEQ to monitor and review feedback form events.	1	5	5	LOW	

WORKING INSTRUCTION ROADSIDE INTERVIEWS

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References:

- A: Volume 5, Assessment and Preparation of Road Schemes, TA 11/81 RSI's.
B: Chapter 8, Traffic Signs Manual – Survey Layout Numbers, 38- 42.

1 Introduction

- 1.1 This Work Instruction (WI) describes the processes involved in the planning and execution of Roadside Interviews (RSI's).

2 Responsibility

- 2.1 The Manual Survey Manager is ultimately responsible for ensuring that the above mentioned External References are regularly reviewed for their status prior to use. Additionally, Managers and Supervisors are to ensure this WI is adhered to on every occasion that an RSI takes place, and for the regular reviewing of this WI for its effectiveness.
- 2.2 Feedback from staff is a valuable tool in this review process. Once changes to the WI have been agreed on, the HSEQ Manager will effect the relevant changes and issue them accordingly.

3 General

- 3.1 Undertaking an RSI is more onerous than most types of survey and requires a higher degree of planning, briefing and training for both Supervisors and site staff. The primary purpose of RSI's is usually to obtain information on the trip patterns of drivers. That is, where have they come from (Origin), where are they going to (Destination) and why they are making the trip (Trip Purpose). In addition, supplementary information is often recorded on vehicle type and number of occupants.
- 3.2 In addition to the interviews, there may be a continuous Manual Classified Count undertaken in conjunction with the RSI. This provides the basis for determining the sample interview rate achieved and how this varies between vehicle classes.

4 Office Preparation

- 4.1 Due to the complexity of RSI's, it is vitally important that the following preparations are made:
- A complete understanding of the survey requirements.
 - A thorough system of preparing all survey documentation and in particular the Interview Postcards.
 - Supervisors to plan how they are going to conduct the Supervisors Sample Rate and to ensure that the documentation is practical and effective.
 - Preparation of an informative and effective brief for the survey staff, including safety, and the specific conduct of the survey, such as how much detail is to be recorded.

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5 Safety

5.1 At RSI's, Safety is a fundamental issue covering both site staff and other road users. The following points are to be considered:

- The design of the survey location layout and associated traffic management requirements are shown in the Technical Documentation at References A and B. This is to ensure maximise safety for all parties.
- Discussions shall be held in advance of the survey with the relevant District Police and Road Authorities to obtain agreement on the site location and design of the traffic management.
- The survey may only proceed when the police have agreed the traffic management layout.
- Survey staff may be working in the vicinity of high speed and high volume traffic. Staff must be briefed on all of the hazards, and they must pay attention to the written Safety Brief on the reverse of their Time Sheets.
- Survey staff must be provided with the correct PPE.
- Supervisors are to pay careful and constant attention to the site staff activities throughout the period of the RSI.
- On the day of the count, before counting starts, the nominated Supervisor is to walk the site and check that the in place Traffic Management signage meets the requirements stipulated in the agreed Traffic Management plan, giving due consideration to the following:
 - The correct positioning of signage.
 - Type of signs used, correct spelling etc.

Any discrepancies between the TM plan and the signage in place is to be brought to the attention of the Project Manager, before the RSI commences.

6 The Role of the Police

- 6.1 In addition to overall responsibility for safety, the police are primarily required on site to stop motorists for interview. Only the police have the power to require a driver to stop. If for any reason there is no police presence, the interviews will have to be suspended until the police arrive.
- 6.2 The number of police required at the survey location will depend on the location layout and the potential traffic volume and consequent disruptions.
- 6.3 Prior to the commencement of the survey the supervisor should advise the police of the number of vehicles that will be interviewed at a time and any specific sampling methodology to be used. Vehicles excluded from the interviews should also be explained. For example: Buses, Funeral cars etc.
- 6.4 If there is under representation of a particular class of vehicles, the police should be requested to specifically target this group,
- 6.5 Ensure that any police new arrivals are made aware of the interview requirements.

7 Survey Location Briefing

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- 7.1 If the Manager and or Supervisors have produced an appropriate briefing pack the following points will be addressed:
- Description of and the reasons why the survey is being conducted.
 - Safety Brief and validation in the form of survey staff signing the briefing sheet.
 - The presence of the Police and their relationship between the police and the staff.
 - Explanation of the documentation to be used and how to complete the forms. The content of an RSI form may vary from project to project. It is vitally important to the success of the RSI that Supervisors are clear as to the exact requirements and that this information is clearly briefed to the interview staff. Supervisors are to regularly check that the interviews are being conducted properly and the forms filled in correctly, completely and legibly.
 - How the survey staff are to conduct themselves during the survey.
- 7.2 There are to be no shortcuts when briefing the staff. Supervisors should plan for adequate time to deliver an effective brief and to be able to commence the survey on time. Important - The success of the survey will rest largely on the effectiveness of the brief.

8 Conduct of Survey Staff

- 8.1 Supervisors should pay particular attention to the following points:
- Effective liaison is maintained with the police throughout the whole period of the RSI.
 - Survey staff are fully briefed on all safety aspects, the requirements of the RSI, their conduct and polite behaviour towards interviewees, the actions required in the event of receiving verbal or physical abuse from interviewees and finally to be aware that when in doubt – ASK.

9 Post Survey activity

- 9.1 The successful completion of the survey is only the first stage of the process. The following activities should follow:

9.1.1 Supervisors De-Brief

It is vital to the accurate and satisfactory completion of data entry and production of a client's report that all of the survey raw data is complete, in a logical order and is legible. Therefore, Supervisors should complete a full check of all raw data and provide a de-brief to the Project Manager and Data analysis team, for it is they who will be responsible for the next stage in the process.

9.1.2 Data Entry/Report

Once again, due to the complexity and volume of raw data, it is imperative that data analysis staff maintain an electronic log, which records the name of each file and the amount of work completed at the end of each day.

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Issue: 4
Date: Mar 2017

When a number of Data analysis staff are being used to input large amounts of raw data, it is important to remember that regular supervision is required to check on the accuracy and validity of the data and to coordinate the whole process.

10 Summary

- 10.1 RSI's require careful planning and a complete understanding of requirements. It is therefore important that: detailed planning, discussion and preparation are undertaken. Effective survey staff briefs are required. Meaningful liaison with local authorities and police is paramount. Constant supervision to ensure safety and the technical aspects of the survey are being maintained.
- 10.2 When the survey is complete checks are to be made of all raw data and the delivery of an effective de-brief to the office staff. Record keeping of inputted data and supervision of data entry and report generation would ensure a quality product.

LATIS project Procurement Strategy for Services and Supplies

1. Project Procurement Strategy Owner and Manager

Project Procurement Strategy Owner	[redacted]
Project Procurement Strategy Manager	[redacted]

2. Executive Summary

Brief Description of Requirement

considering purpose, criticality, sensitivities, etc.

The task will be procured via a direct award to the consultant next in the rotation (Tracsis) on the Data Collection and Collation Framework. This is appropriate as the Task Order value is anticipated to be lower than the mini competition threshold of [redacted] as set in the Framework Agreement.

The task is to undertake 4 Automatic Traffic Counts (for 2 weeks duration) and 4 Roadside Interview Surveys at various locations in and around Inverness (A82, A9, A96 & B8082). The surveys will be used to update both the Moray Firth Transport Model and the local Paramics model.

Title of Procurement	Contract Duration (in months)	Estimated Value of Procurement	Financial Approval Obtained *
A9-A96 Inshes to Smithton Surveys RSIs	2	£13,000 (plus up to £14,000 in Police and other related expenses)	Yes / No [redacted]

3. Other Legislative Duties

Is there any legislation that could affect the specification of this procurement? e.g. Health and Safety legislation

Yes / **No** (If Yes, please provide details):

Are there any diversity issues that need to be considered? E.g. accessibility needs. Religious needs, differing diets etc..

Yes / **No** (if Yes, please provide details):

4. Key Procurement Stages

Key Activity	Indicative Date(s)
Issue of Services Brief	04/04/2018
PSS Received	09/04/2018
Award of Task Order	10/04/2018

5. Evaluation Panel

Evaluation Panel
who will evaluate bids from tenderers
N/A

6. Approval Controls

Estimated Value of Requirement	Level of Approval Required								
	Financial Authority Holder	DPA Holder	Head of Directorate	Deputy Director of Purchasing [redacted] – for info	Deputy Director of Purchasing [redacted] – for approval	Director of Purchasing (Michelle Rennie)	Chief Executive	Cab Sec for Finance & the Constitution (Mr Mackay)	Cab Sec for Rural Economy & Connectivity (Mr Ewing)
Call Off from LATIS Framework – direct award < [redacted]		X							
Call Off from LATIS Framework < [redacted] – mini-competition									
Call Off from LATIS Framework – direct award > [redacted]									
Call Off from LATIS Framework > [redacted] – mini-competition									
Call Off from LATIS Framework high risk / high value task order.*									

Level of approval required to be determined relevant to the specific nature of the Services

7. Record of Approval

Name of Approver	Approval Date
[redacted] (DPA)	
[redacted] (Financial)	