

HAUC (England) national conditions training workshop

Session Title	HAUC (England) national conditions training workshop		Delivered by	
Nº & type of attendees	Dependant upon room size – equal split of HA & SU attendees		Timing	
Who will benefit	Those who create & assess permits, on-site repair/reinstatement teams, inspectors		Venue	Room of suitable size with areas for group sessions
Resources Required	A3 printouts of scenarios – at least two of each Stickers for name badges Pens/pencils for each group Notetaker for session to make notes of questions asked A3 printout of general assumptions (1 st page of scenario pack) for each group		Last updated by	Janet Chapman
			Last updated on	20 th November 2024
Objective	For authorities and promoters to have a common understanding of the National Conditions (NCT's) across England.			
SECTION	DURATION/ ESTIMATED TIMINGS	CONTENT		TRAINERS NOTES
Background	3 mins	COVID 19 changed the way we work in streetworks; a lot of us now work in isolation without the ability to talk things through with our colleagues easily which has contributed to a lot of differences in the way conditions are interpreted, used or applied even in the same area. At regional HAUC's questions from both sides of the fence on the use of conditions		

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		<p>are commonplace and at least 2 regional HAUCs were planning to run conditions workshops for all their members and more than 1 regional HAUC already had developed guidance on the use of conditions.</p> <p>This session was developed as a collaboration between three regional HAUC's to try to provide some consistency and a common understanding across England on the statutory conditions document and pilot tested involving HA & SU members from all the regional HAUC's in England.</p>	
Introduction & housekeeping	1 min	<p>Welcome everyone to your HAUC England conditions training workshop</p> <p>Let attendees know where the facilities are and what to do in the case of a fire alarms.</p>	
Welcome	5 mins	<p>My name is , I represent (regional HAUC/s)and I work for , and my name is , I represent (regional HAUC/s) and I work for</p> <p>We are here to walk you all through each NCT, what they mean and how and when they should be used.</p> <p>Then it will be your turn, we will split you into groups and give each group a few scenarios to discuss and agree which conditions should be on the permit. These scenarios include satellite pictures, photographs and TM plans. Then each group will feed back to the main group what was decided and how agreement was reached.</p> <p>Before we start, can each of you just tell us all your name and what your job is & who you work for (dependant upon size of whole group)</p>	<p>Split attendees into groups ensuring that each group has similar mix of HA, SU, &/or contractors.</p> <p>During presentation decide which scenarios are going to be used by each group and organise the pack during the presentation. Ensure that at least one of the scenarios is given to</p>

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			more than one group.
Presentation	70 mins		Whoever is not presenting should make notes of any questions if they cannot be answered during the presentation
Break	15 mins		
Intro to group work	3 mins	<p>Call out the names of who is in each group and tell them where to congregate. Give each group at least 3 scenarios and ask the group to review the details of each scenario, discuss and agree which conditions should be included and nominate a person to feed back to the group.</p> <p>Tell the groups to use the scenario sheet to write any notes from the discussion. The task is to complete at least 2 scenarios. The third is provided just in case.</p>	
Interactive session	45mins		Presenters to visit each group to make sure they are making good progress and answer any questions they might have, and provide discussion points if needed (see the appendix)

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Feedback	5 mins per group	Once a group has given their feedback, the presenter should check the list of what the working group expected to see/didn't expect to see, and ask questions based on that.	
Summary	3 mins	<p>Thank everyone for coming and taking part in the session.</p> <p>The aims of this session were to remind ourselves of the importance of communication and make sure we all have a common understanding of the national conditions. I think that we have done that.</p> <p>When you all go back to your day job, remember how you worked together today with your counterparts to discuss and agree on conditions and how a common view was reached between you all.</p>	
Total	145mins + feedback	Allow at least 2hrs 45 minutes for a session – depending on the number of attendees.	

Appendix:

Scenario notes for trainer – the following notes are not the expected answers for the scenarios, they are simply pointers for you to use to encourage discussion on the groups. Some scenarios do mention what shouldn't be included.

Scenario 1

- NCT08b – at peak hours to ensure movement out of Industrial Estate is maintained.
- NCT09c – Removal of Traffic Signals after their use
- NCT11b – may be considered, but as it's Minor Works the suitable lead-in time should be considered (possibly to communicate with Industrial Estate)

Scenario 2

- NCT03 – Ancillary Information for traffic light heads
- NCT09c – Removal of Traffic Signals after their use

Scenario 3

- NCT02b – works taking place beyond normal working hours (ie Sunday)
- NCT09c – Removal of traffic signals after use
- NCT12 – limiting times of works, dependent on the nature of works and when (discussion point)

Scenario 4

- NCT02a – may restrict working times to outside LR times, ie off-peak hours during the day
- NCT02b – Saturday working after 1pm

Scenario 5

- NCT02a – Starting after first TS time on Monday (day 1), ending before the latest TS time on Friday (day 5)
- NCT03 – Ancillary activities for light heads
- NCT09c – removal of lights after use

Note: no manual control on multi-way lights

Scenario 6

- NCT02a – set up after first school peak on day 1, and off before final pm school on day 3
- NCT04a – spoil to be removed between 10am-2pm (consider grab movement)

Scenario 7

- NCT02b – weekend working
- NCT11b – communication to local residents
- NCT05a – limit use of road space to allow ped access on road AND not using the manicured verge to store materials, ie limiting the footprint of works

Note – not expecting NCT07

Scenario 8

Scenario 8a: in school holidays

- NCT09c – removal of lights after use

Scenario 8b: in school time

- NCT02a – start after first am school peak, discussion with promoter to determine if it is ***practicable*** that the site will be clear at the end of day 1
- NCT09c – removal of lights after use
- NCT11b – school liaison and/or parish council (**if enough lead-in time – note Minor Activity**)

Scenario 9

- NCT11b – stakeholder communication with Tesco/local businesses
- NCT03 – Ancillary Information
- NCT09c – Removal of traffic lights after use
- NCT09d – to communicate change in TM from first 5 days, to multi-way lights

Note – not expecting NCT07

Scenario 10

- NCT13 – worth discussing the scenario of something out of the ordinary, ie Toad crossing!
- NCT11b – notification of the toad safety monitoring group “Toad Rescue”

Scenario 11

- NCT04b – keeping spoil within footprint of the works
- NCT12 – keeping noisy activities withing normal hours (residents)

Interesting scenario to discuss as potentially very few NCTs should apply here.

Scenario 12

- NCT08b – peak hours to ensure school traffic is not queued back to Ball Lane
- NCT02b – extended working hours over weekend
- NCT09c – removal of traffic signals after use

Scenario 13

- NCT12 – consideration of noisy activities and timings due to residents

(Note road operates as give & take on every day anyway)

Scenario 14

- NCT02a – works to be completed and cleared by 1500 on Weds before evening match
- NCT02b – extended working hours on Tuesday

Scenario 15

- NCT02b – extended working hours for Sat
- NCT08b – Intelligent signals to be used in place of manual control

Scenario 16

- NCT11b – liaison with Local Authority Arborists & London Underground consultation due to shallow tunnel
- NCT10a – hand dig near and around tree roots
- NCT06a – potential wider walkway to accommodate high footfall near Madame Tussauds (discussion)
- NCT04b – spoil storage with works area to avoid pedestrians

Scenario 17

Potentially, as this is an emergency, the promoter may not add any NCTs at the time. As works progress and more is known, discussions between the authority and promoter may be held to determine any NCTs that could be agreed.

Key point is to talk to each other to understand the impact!

Scenario 18

Promoter works are within the entirety of the HA Traffic Management, so NCTs should not be placed on the utility promoter regarding the TM.

- NCT4b – storage of spoil within HA site
- NCT4a – Removal of spoil at non-TS times

Scenario 19

- NCT03 – Ancillary Activity
- NCT09c – Removal of traffic lights after use

Potentially, as this is an emergency, as works progress and more is known, discussions between the authority and promoter may be held to determine any further NCTs that could be agreed.

Key point is to talk to each other to understand the impact!