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Place Services

Road Asset Safety Inspection Strategy

2022

A Risk Based Approach

Document Information

Title	Clackmannanshire Council – Road Safety Inspection Standards and Procedures Policy 2022
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Description	This document details the Policy of Clackmannanshire Council for road safety inspection, defect categorisation and repair

Document History

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	Archived	2014	Scott Walker	Original guidance document
1.0	Draft	01/04/2019	Ally Schofield	Consideration of CoP changes, Scotland wide consistency and SCOTS recommendations
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Document Control

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1.1	Final	05/05/2022	Gordon Maclachlan & Craig McCartney

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1 - Introduction

1.1 General

This Road Safety Inspection Manual has been developed with the primary aim of providing operational guidance to those officers involved in managing and undertaking road asset safety inspections. This is in order to ensure a consistent approach by utilising a formalised system that prescribes the frequency of inspections as well as the method of assessing, recording and responding to defects in the road asset.

1.2 Code of Practice

'Well-Managed Highway Infrastructure: A Code of Practice'[1] has specific recommendations regarding inspections of all road elements. This Strategy document specifically relates to the procedure for carrying out road safety inspections. Recommendation 7 of the code of practice is that Road Authorities should adopt a Risk Based Approach to all aspects of road maintenance.

A Risk Based Approach is also recommended by the Institute of Highway Engineers in their guidance on managing risk and liability, 'Well Managed Highway Liability Risk'[2].

1.3 The Society of Chief Officers of Transportation in Scotland (SCOTS)

The establishment of an effective regime of safety inspections is a crucial component of road maintenance in accordance with the Code of Practice; The Society of Chief Officers of Transportation in Scotland (SCOTS) seeks to encourage the benefits that will be gained by harmonising such procedures across Scotland. Recommendation 6 within the Code of Practice refers to Consistency with Other Authorities and is stated below:

> "To ensure that users' reasonable expectations for consistency are taken into account, the approach of other local and strategic highway and transport authorities, especially those with integrated or adjoining networks, should be considered when developing highway infrastructure maintenance policies."

[1] 'Well-Managed Highway Infrastructure: A Code of Practice', UKRLG, October 2016

[2] 'Well Managed Highway Liability Risk', IHE, March 2017

This Road Safety Inspection Strategy has been developed in partnership with the roads authorities associated through SCOTS to focus on safety inspections and categorisations, and is now being made available for all Scottish roads authorities to consider adopting for their network.

Officers across all Scottish Local Authorities recognise that Councils are currently faced with delivering services within an environment of increasing fiscal austerity and are aware of the benefits that can be achieved by adopting a common approach which follows the principles of 'Well-Managed Highway Infrastructure: A Code of Practice'.

Adoption of this strategy will provide a consistent methodology for the management of the road network, while focusing on delivering a proactive programme of permanent repairs. It is intended that its implementation will also allow performance to be monitored and reviewed, implementing any necessary improvements identified through its use.

1.4 Legislative Obligations

The legal obligations of the Council, as a local roads authority, are outlined in the Roads (Scotland) Act 1984 Section 1. This states that "…a local roads authority shall manage and maintain all such roads in their area as are for the time being entered in a list (in this Act referred to as their "list of public roads") prepared and kept by them under this section."

The safety inspection regime is applied to all public roads as defined in Section 151 of the Roads (Scotland) Act 1984.

This Road Asset Safety Inspection Strategy contains guidance on safety inspections on public roads in the roads authority area including the nature and priority of response to defects encountered.

1.5 Statutory Duty

Clackmannanshire Council has a statutory duty to manage and maintain public roads within the Council area. Clackmannanshire Council is responsible for maintaining over 292km of carriageway network.

The road asset safety inspection strategy aims to ensure that the safety inspections identify and rectify hazardous defects on public roads in the relevant response time, in line with best practice and Council policy, where reasonable and within available resources.

2 - Objectives of Safety Inspections

2.1 General

The Road Safety Inspections regime has been set out within a practical and reasonable framework of risk assessment and inspection frequency, which takes account of all road users, including those who are most vulnerable. It aims to set a framework of standards that all staff can adhere to, in order to ensure consistency across the entire network.

2.2 Objectives

The safety inspection regime forms a key aspect of the road authority's strategy for managing liability and risk.

Our main objectives are:

- To locate and identify defects on the public road, and where appropriate, adjacent to the road.
- To assess the potential risk of damage and / or injury to network users that may result from these defects.
- To ensure that appropriate measures are put in place to manage the risk.
- To ensure that the measures are effective in eliminating or minimising the risk.
- Provide a clear, accurate and comprehensive response to claims.
- Monitor performance in order to improve where necessary.

In practice, making safe, signing and / or repairs should be carried out within the designated time constraints, in order that, as far as is reasonably possible, the condition of the road network is what a reasonable person would expect to find.

3 - Principals of Service Delivery

3.1 Legal Responsibility

The safety inspection process is a tool to ensure that our legal responsibilities with regard to the inspection and maintenance of public roads are fulfilled. It allows us to demonstrate this and has the benefit of reducing the number of claims made against the Council and better defend those which are made.

3.2 Delivery/Best Value

Safety inspection and response is one of the most important and highly visible demonstrations of the Council's commitment to its customers and the delivery of best value. Response times and quality of work is dependant upon effective partnership between the Maintenance Team and Operational Staff.

3.3 Obligation/Competence

The council has an obligation to ensure that the inspectors and the staff within the Roads Service are well trained, supported and able to work together effectively as a single organisation. It is important to ensure that roles and responsibilities are clearly defined.

3.4 Annual Leave/Ill Health

In the case of absence of an inspector due to, for example, annual leave or ill health the roads authority will ensure that a suitably trained substitute Inspector undertakes any inspection due within the time frames laid down in this document.

3.5 Extreme Weather

During periods of extreme weather, the roads authority will decide on the viability of a safety inspection being undertaken, taking into account the availability of staff and the prevailing weather conditions.

3.6 Qualifications

Qualifications of inspectors – accredited with IHE following the appropriate training course.

4 – Road Safety Inspections

4.1 Types of Road Safety Inspections

Safety Inspections are derived from two main sources:

Planned Cyclic Safety Inspections

To identify defects within the road network, including those that are likely to create a danger or serious inconvenience to road users or the wider community so that an effective repair can be carried out within a predetermined response time.

Cyclic Safety Inspections are carried out to specified frequencies, dependent upon the hierarchy of each section of road. During the inspection, defects are identified and processed for repair.

Reactive Safety Inspection (Ad-hoc)

Undertaken in response to particular circumstances, such as reports of defects from the Police, general public, public utilities and other agencies.

4.2 Method

Safety inspections are normally undertaken in a slow moving, conspicuously marked survey vehicle. The speed of the inspection will be appropriate to allow defects to be recorded but also allow for the safety of staff, other road users and weather conditions. In heavily used urban areas, particularly when inspecting footways, walked inspections may be required. It may also be appropriate to inspect cycle routes and / or footways on a bicycle. The method of undertaking each inspection should therefore be subject to a risk based approach considering traffic type, accessibility and footfall. The reason for the mode of inspection adopted should be documented.

Factors such as carriageway hierarchy, speed and volume of vehicles on each survey route have been taken into account when determining the number of personnel required to carry out surveys.

Type of Survey	Personnel Required
Monthly	1 Driver + 1 Inspector
Quarterly	1 Driver + 1 Inspector
Annual	1 Inspector
Car Park	1 Inspector

4.3 Defects

During safety inspections, observed defects that provide any foreseeable degree of risk to users will be recorded. The degree of deficiency in the road elements will be crucial in determining the nature and speed of response. Judgement will always need to take into account of particular circumstances. For example, the degree of risk from a pothole depends upon not only its depth but also its surface area and location within the road network.

Any individual safety-related defect identified and inspected outside a planned or ad-hoc cyclic safety inspection originated from any source e.g. Police Report, Public Communication, Council Officer identified etc. must be recorded.

4.4 Items for Inspection

The following are examples of the types of defect which, when identified, should be assessed and an instruction for repair issued with and appropriate response time specified. The list identified below is not exhaustive.

Carriageways

- Surface Defects (Potholes, Cracking, Joints or Gaps in any surface).
- Abrupt level differences in running surface.
- Edge deterioration of the running surface.
- Excessive standing water, water discharge onto and / or flowing across the road.
- Blocked gullies and obstructed drainage channels or grips which could lead to ponding or flooding.
- Loose material (to include debris, spillages and / or contamination).
- Missing, damaged, sunken or projecting Ironwork.
- Worn or missing road markings and / or road studs.

Footways, Footpaths and Cycleway

- Surface Defects.
- Pre-formed paving rocking, causing trips, large gaps between or missing elements.
- Missing, damaged, sunken or projecting Ironwork.
- Debris and / or spillages likely to cause a hazard.
- Excessive standing water and water discharge onto and / or flowing across network.

Kerbing

- Missing, loose, tilting and projecting kerbs.

Street Furniture

- Damaged safety fencing, parapets, handrails or guardrails.
- Damaged boundary fence where animals or children could gain access.
- Damaged or missing road signs and signals.
- Unlawful signage.
- Damaged street lighting columns, cabinets, control pillar or wall mountings.
- Damaged road structures.

Other Defects

- Overhead cables in dangerous condition or exposed cables.
- Dangerous, dead, or diseased trees.
- Sight-lines obstructed by trees or other vegetation.
- Earthslips where debris has encroached or is likely to encroach onto the road.
- Rocks or rock faces constituting a hazard to road users.
- Buildings, land, fences and walls abutting the public road.

4.5 Degree of Deficiency

The relative severity of a road defect and consequent priority for attention will depend upon both the potential severity to the road user should the defect be encountered and the probability / likelihood of the defect being encountered. This will be influenced by:

- The hierarchical status of the carriageway and footway.
- The location of the defect relative to road features such as junctions and bends.
- The depth and surface area of defects on all surfaces.
- The location of defects in all surfaces relative to road users positioning such as traffic lanes, cycle lanes and wheel tracks.
- The nature and extent of interaction with other defects.
- The potential for defects to rapidly deteriorate.
- The speed of traffic.
- The nature and extent of interaction with other defects.
- Forecast weather conditions.

5 – Network Hierarchy and Inspection Frequency

5.1 Hierarchy

Carriageways

Carriageway hierarchy is not necessarily determined by the road classification but more by functionality and use. Table 1 below provides descriptions for carriageway priorities based on those in 'Well-Managed Highway Infrastructure: A Code of Practice.'

Table 1: Carriageway Hierarchy

Priority	Hierarchy	Description
2	Strategic Route	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits generally in excess of 40mph with few junctions. Parked vehicles are generally not encountered out with urban areas.
3a	Main Distributor	Routes between strategic routes and linking urban centers to the strategic network with limited frontage access. In urban areas speed limits are usually 40mph or less.
3b	Secondary Distributor	In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On- street parking is generally unrestricted except for safety reasons. In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network.
4a	Link Road	In urban areas these are residential or industrial interconnecting roads with 20 or 30 mph speed limits, random pedestrian movements and uncontrolled parking. In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two-way traffic.
4b	Local Access Road / Minor Road	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.

Footways

Footway hierarchy is determined by functionality and level of use. Table 2 below is based on the recommendations of 'Well-Managed Highway Infrastructure: A Code of Practice' and should be used as a starting point when allocating a footway / footpath to a particular priority.

The following should also be taken into consideration:

- Pedestrian volume,
- Designation as a traffic sensitive pedestrian route,
- Current usage and proposed usage,
- Contribution to the quality of public space and streetscene,
- Age and distribution of the population, proximity of schools or other establishments attracting higher than normal numbers or specific groups of pedestrians,
- Accident and other risk assessments and
- Character and traffic use of adjoining carriageway.

Table 2: Footway Hierarchy

Priority	Priority Name	Description
1f	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes, including links to significant public transport locations.
2f	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.
3f	Link Footways / Footpaths	Linking local access footways through urban areas and busy rural footways.
4f	Local Access Footways / Footpaths	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.

5.2 Inspection Frequency

'Well-Managed Highway Infrastructure: A Code of Practice' advises that the frequencies of safety inspections for individual sections of the road network or for individual assets should be based upon consideration of the following,

- Category within the network hierarchy,
- Type of asset, e.g. carriageway, footway, embankment, cutting, structure, electrical apparatus etc.
- Critical assets,
- Consequence of failure,
- Network resilience,
- Use, characteristics and trends,
- Incident and inspection history,
- Characteristics of adjoining network elements,
- The approach of adjoining roads authorities and
- Wider policy or operational considerations.

Note: - The frequency of inspections contained within Tables 3 and 4 represent guidance as a starting point for authorities who should use the above considerations based on risk assessment where any deviations are proposed. These inspection frequencies are based on those indicated by 'Well-Managed Highways – Code of Practice and adopted by Clackmannanshire Council.

Table 3: Frequency of Inspection – Carriageways

Category	Hierarchy Description	Clackmannanshire Council Frequency
2a	Strategic Route	Monthly
3a	Main Distributor	Monthly
3b	Secondary Distributor	Monthly
4a	Link Road	Quarterly
4b	Local Access Road / Minor Road	Annually

Note: - Newly adopted roads, footways and cycle ways will not require an initial inspection for 5 years if newly constructed and are free from all defects – as a final pre-adoption inspection will have been carried out and the design life of the surfaces will be in excess of 5 years. Where a surface has been laid outwith the 5 year period before adoption, the relative inspection frequency should be adhered to on adoption.

Table 4: Frequency of Inspections – Footways

Category	Category Name	Clackmannanshire Council Frequency
1f	Primary Walking Routes	Monthly
2f	Secondary Walking Routes	Quarterly
3f	Link Footways / Footpaths	6 Monthly
4f	Local Access Footways / Footpaths	Annually

5.3 Inspection Tolerances

All road safety inspections will be carried out to the SCOTS recommended frequencies detailed in the following tables and should be completed within the tolerances shown in Table 5, as follows:

Table 5: Inspection Tolerances

Frequency of Inspection	Inspection Tolerances
Monthly	± 5 working days of the Due Date
Quarterly	± 10 working days of the Due Date
Six Monthly	± 15 working days of the Due Date
Annual	± 20 working days of the Due Date

Definition of above terms

- **Frequency of Inspection - Monthly** indicates that twelve regular spaced inspections will be carried out per year.
- **Frequency of Inspection – Quarterly** indicates that four regular spaced inspections will be carried out per year.
- **Frequency of Inspection - Six Monthly** indicates that two regular spaced inspections will be carried out per year.
- **Frequency of Inspection - Annually** indicates that one regular spaced inspection will be carried out per year.
- **Due Date** is the programmed date of an inspection.

Staff Contingency and Alterations to the Inspection Programme

- Due to the nature of the weather in Scotland it is probable that the road surface will be wet with some elements of standing or running water whilst an inspection is in progress. However if the quantity of water is excessive or across the full width of the carriageway then the inspection should be abandoned and an entry should be made to document the circumstances.
- If an inspection Due Date falls during an extended period of absence e.g. inspector holiday or illness, then the inspection should be allocated to another suitably experienced member of staff who has the capacity to undertake the inspection.
- If and for reasons beyond the control of the roads authority (e.g. substantial snow fall), any inspection cannot be carried out in compliance with Table 4 the roads authority will decide on the viability of a safety survey being undertaken, taking into account the availability of staff and the prevailing weather conditions.
- As soon as reasonably practicable following the above events a deferred programmed safety inspection should be carried out on the affected length of road.
    - Where a monthly inspection is more than 2 weeks late due then the programmed inspection will be missed and the cycle resumed at the next due inspection date.
    - Where substantial unavoidable delays are incurred to other inspection frequencies the manager may assess the impact and adjust the programme.
    - A record must be kept of change decisions and reasons for them.

6 – Intervention Levels and Response Times

6.1 Defect Risk Assessment

Inspectors undertaking safety inspections or responding to reports of incidents are required to use judgement in determining response times to observe or report defects. 'Well-Managed Highway Infrastructure: A Code of Practice' recommends that the road authority adopt a system of defect risk assessment for determining the response category of road defects.

The code does not provide any minimum or default standards but provides guidance and advice to support the development of local levels of service in accordance with local needs, priorities and affordability.

The procedure for risk assessment is as follows:

- **Risk Identification**

  An inspection item for which the inspector identifies road asset defects which may pose a risk to road users i.e. lead to a negative consequence. The types of asset to be inspected and the potential associated hazards are detailed within an inspector's handbook.

- **Risk Evaluation**

  All risks identified through this process must be evaluated in terms of their significance which means assessing the **likelihood** of encountering the hazard and the **most probable** (not worst possible) **consequence** should this occur.

  The procedure is designed to mitigate 'worst case scenario' thinking and ensure an objective assessment is carried out. It is important therefore that the analysis is carried out in this defined step sequence to determine the appropriate level of risk and corresponding priority response.

- **Risk Likelihood**

  The risk likelihood is assessed with regard to how many users / types of users are likely to pass by or over the defect, consequently the network hierarchy and defect location / environment are important considerations in the assessment.

  The likelihood of encountering a hazard, within the established context, will be quantified on a scale of Remote to Almost Certain as follows:

Table 6: Risk Likelihood

Likelihood / Probability	Likelihood Description		
Almost Certain	Will undoubtedly happen	Over 90%	Daily
Likely	Will probably happen, but not a persistent issue	Up to 90%	Monthly
Possible	May happen occasionally	Up to 65%	Annually
Unlikely	Not expected to happen, but it is possible	Up to 20%	10 years
Remote	Improbable	Less than 5%	20 years

The probability of a risk occurring will also be quantified by assessing how many users are likely to pass by or over the defect and consequently the network hierarchy and defect location are important considerations in the assessment.

- **Risk Impact / Severity**
  The impact of a risk occurring will be quantified on a scale of Negligible to Catastrophic as follows:

Table 7: Impact / Severity Score

Consequence (Impact/Severity)	Description			
	Impact on Service Objectives	**Financial Impact**	**Impact on people**	**Impact on Reputation**
Catastrophic	Unable to function, inability to fulfil obligations	Severe financial loss	Death	Highly damaging, sever loss of public confidence
Major	Significant impact on services provision	Major financial loss	Extensive injury, major permanent harm	Major adverse publicity, major loss of confidence
Moderate	Service objectives partially achievable	Significant financial loss	Medical treatment required, semi-permanent harm up to 1 year	Some adverse publicity, legal implications
Minor	Minor impact on service objectives	Moderate financial loss	First aid treatment, non-permanent harm up to 1 month	Some public embarrassment, no damage to reputation
Negligible	Minimal impact, no service disruption	Minimal	No obvious harm/injury	No interest to the press, internal only

- **Risk Matrix**
  The risk factor for a particular risk is the product of the risk impact and risk. It is this factor that identifies the overall seriousness of the risk and consequently therefore the appropriateness of the speed of response to remedy the defect. Accordingly, the priority response time for dealing with a defect can be determined by correlation with the risk factor as shown in the risk matrix, table 8:

Table 8: Risk Matrix

Consequence / Likelihood	Negligible	Minor	Moderate	Major	Catastrophic
Remote	NR	NR	NR	NR	P3
Unlikely	NR	NR	P4	P4	P3
Possible	NR	P4	P3	P3	P2
Likely	NR	P4	P3	P2	P1
Almost Certain	NR	P3	P2	P1	P1

- **Risk Management**
  Having identified a particular risk, assessed its likely impact and probability and calculated the risk factor, the risk management procedure can be shown in the form of a risk management (response) matrix in Table 9.

Table 9: Risk Management Matrix

Risk Category	Priority Response
Critical Risk	Priority 1 response
High Risk	Priority 2 response
Medium Risk	Priority 3 response
Low Risk	Priority 4 response
Negligible Risk	No response

For defects located where carriageway and / or footway hierarchies intersect, for example at pelican or zebra crossings, or other defined crossing points at junctions, the hierarchy of the route with the most frequent inspection category will always take precedence in determining defect definition and responses. This principal will also apply to intersections between carriageways and cycle routes and between cycle ways, footways and footpaths.

6.2 Defect Priority Response Times

The response times for each defect priority are shown in Table 10 below:

Table 10: Defect Priority and Response Times

Defect Priority	1	2	3	4	NR
Standard Response Time	24 Hours	5 Working Days	60 Working Days	Programmed work	No Action required

Note: The SCOTS recommended defect priority and response times are recommendations only, but authorities can adjust the response times, however any increase to response times must be supported by documented justification.

Priority 1: **Make safe or repair within 24 hours.**

Represents a critical risk to road users and should be corrected or made safe at the time of inspection, if reasonably practicable. In this context, making safe may constitute displaying warning signs and / or coning off to protect the public from the defect. Where reasonably practicable, safety defects of this Priority should not be left unattended until made safe or, a temporary or permanent repair has been carried out.

When a Priority 1 defect is identified within a larger group / area of defects, only that particular element shall be treated as a Priority 1 defect. The remaining defects shall be categorised accordingly.

Priority 2: **Repair within 5 working days.**

This allows a more proactive approach to be adopted for those defects that represent a high risk to road users or because there is a risk of short-term structural deterioration. Such defects may have safety implications, although of a lesser significance than Priority 1 defects, but are more likely to have serviceability or sustainability implications

Priority 3: Repair within 60 working days.

Defects that require attention - although they represent a medium risk to road users. This allows defects of this nature to be included in medium term programmes of work.

Priority 4 : Consider for Planned Works Programme

The defect is considered to be of low risk; no immediate response is required. Defects in Priority 4 are not classed as safety defects and are collected to assist the development and prioritisation of Planned Maintenance Works Programmes.

NR (No Response): No Action Required

The defect is considered to be of negligible risk, no intervention is required and monitoring will continue as per the inspection regime.

6.3 Meeting Target Response Times

It may not be possible, particularly at certain times of year, to meet target response times, due to pressure on resources. This could, but not exclusively, be due to the high number of defects that can arise in a short period of time after periods of adverse weather, such as prolonged spells of heavy rain or snow, or freeze / thaw conditions. Prolonged periods of adverse weather may also prevent remedial measures being carried out.

The appropriate response time commences from the time that the defect is identified and prioritised. For a programmed inspection this will be from the time that the defect was inspected. For an inspection undertaken in response to a customer enquiry this will again be from the time of the inspection of the defect.

6.4 Recording and Ordering Works

All inspections are recorded in the WDM Works Management System (RMS). Records are transferred electronically from the data capture device used on the safety inspections. All records are referenced to the USRN (Unique Street Reference Number). The inspection records are a valuable resource for the Council when defending 3rd party liability claims and also for locating and prioritising reactive repairs.

All inspection records shall include the date, time, weather conditions and the name of the person conducting the inspection.

Service requests, complaints, reports or information from users and other third parties shall also be recorded, along with the outcome of the contact. The data obtained shall be available for review independently and in conjunction with other survey information. It shall be stored electronically in the council's electronic system (RMS)

All works should be ordered using the standard format of issuing a Works Order Instruction clearly specifying the location, nature and extent of the work, providing sufficient information, including a plan where necessary, to enable work to be completed without the need for any further clarification.

The order should clearly state the priority for the work and, if necessary, any critical dates for completion. The intention is that all works orders will be transmitted electronically. Any defect classed as an emergency should be initiated by telephone with a confirmation order following. This process should be used for Priority 1 defects also.

All works shall be recorded within the Scottish Road Works Register.

6.5 Works Completion and Confirmation

A key concern for road users and communities is the apparent early failure of temporary, and sometimes permanent, repairs and consequent need for duplication. The greater flexibility within the response categories should promote a more cost-effective use of better materials and methods to provide a first time permanent repair.

Immediately after work is complete on any identified defect the squad foreman should confirm this by completing the forms allowing the correct information to be inserted into the works database. This process is crucial for 'closing the loop' in case of any subsequent legal issue and to reconcile cost for work undertaken. This is also required to enable the originator, if requested, to inspect the completed work although this should not normally be necessary.

7 - Monitoring and Review

Regular monitoring and review of hierarchy, standards, procedures and records is an essential aspect of the system, for a number of reasons:-

- To enable changes in risk to be identified, if necessary, in new standards or procedures,
- To enable any uncertainties or problems in responsibilities, procedures or treatments to be discussed and resolved,
- To enable actual or potential claims to be reviewed and strategy for defence agreed where appropriate,
- To review inspection and response performance and enable any possible improvements or efficiencies to be discussed and introduced.

Changes in the network hierarchy shall be approved by the appropriate Head of Service and may be altered in response to the factors listed below.

- Traffic growth or reduction
- Sections of the network which have a higher than normal level of accidents / claims
- Pedestrian / Cyclist growth or reduction
- Sections of the network being promoted as safer routes to school or for leisure use
- Change of use to premises off the road network
- Recurring defects of the same nature being identified at a location where non-routine maintenance work is required to resolve the issue
- Non-routine maintenance work carried out to resolve recurring defects identified at a specific location

This Policy shall be reviewed at regular intervals and submitted for approval to Council members.

8 – Defects that are not the Responsibility of the Council

During an inspection, defects may be identified which are not the responsibility of the Council to repair. The Council does however have a duty of care to the users of the road, therefore the defect must be recorded and the party responsible for the asset must be made aware of the defect. If the defect is identified as a Priority 1 defect, it should be made safe either by signing and guarding or by a satisfactory safe measure and so a footway board or similar should be laid across the defect.

Statutory Undertakers Defective Apparatus

Where defective apparatus belonging to undertakers is identified, the defect must be recorded and the utility contacted (via the Scottish Road Works Register and Telephone). This is a requirement of separate statutory legislation, The New Roads & Street Works Act 1991 – Code of Practice for Inspections.

Upon the next routine inspection, if the defect is still present, the utility should be contacted again and given a reasonable period of time to carry out the repair. Thereafter the Council will carry out the repair and charge all costs to the utility.

Defects that are the responsibility of other 3rd Parties

Where the defect is the responsibility of another party who is not a Statutory Undertaker, for example and adjacent land owner, the defect should be recorded and the landowner contacted with a request to carry out the necessary remedial works within an appropriate period of time. A number of scenarios may arise from an inspection which is covered by provisions contained within the Roads (Scotland) Act 1984. It may be appropriate to inform the party responsible for the defect / hazard of the responsibilities under the Act.

Some selected examples of the above are;

- Prevention of danger to road users from nearby vegetation and fences etc. or from retaining walls being inadequate (Section 91)
- Deposit of mud from vehicles (Section 95)
- Control of flow of water etc. onto the road network (Section 99)

9 – Health and Safety

Responsibilities

In general road inspections are carried out from a slow moving vehicle or on foot. The vehicle should be driven at an appropriate speed to allow any defect to be identified and recorded.

Inspections are to be conducted in accordance with the Health and Safety Policy of the Service.

As a minimum:

- All staff engaged in inspections must wear high visibility clothing to BS EN 471 class 3.
- All vehicles used to carry out inspections shall be liveried to and appropriate standard in accordance with Chapter 8 of the Traffic Signs Manual and all necessary vehicle checks shall be carried out prior to inspections being undertaken.

Driven safety inspections shall be undertaken by two people on monthly and quarterly inspections. All other inspections can be undertaken by one person.

Note: The Council's Lone Working Procedures should be followed when an inspector is undertaking a safety inspection on his / her own.

When recording defects on the laptop / tablet etc. the vehicle must be brought safely to a complete stop. When stopping the vehicle, it shall be parked off the live carriageway wherever possible. It this cannot be achieved then there must be clear visibility in both directions and the roof mounted beacons must be switched on. Traffic must not be forced across any continuous solid centre line.

If a defect is considered to be a Priority 1 defect, full traffic management should be called for and the safety inspection vehicle should remain in place protecting the public from the hazard, but only if it is safe for both the inspector and travelling public until the traffic management is in place.

All inspection vehicles should carry traffic cones as the vehicle capacity will allow. The cones should be kept clean and should be inspected regularly and replaced as necessary.

In addition to any other equipment they consider necessary, inspectors should carry a camera to photograph defects and, when available, a GPS enabled system to accurately record the location of any defects.

It is the responsibility of the employer to train and equip the employee for the task in hand but also the responsibility of the employee to attend prescribed training and use equipment provided by the employer, whilst undertaken the relevant tasks.

10 – Performance Reporting

The performance of the safety inspection regime is monitored using appropriate indicators which are reported annually to Committee and benchmarked against similar authorities through the SCOTS/APSE benchmarking initiative.

These indicators will be reported annually and will include:

- The percentage of inspections completed on time with the target 95% which is 5% above the level achieved on average across Scotland
- The number of Priority 1 defects repaired on time (within 4 hours) with the target being 100% due to the risk of imminent loss or injury arising from the defect
- The number of Priority 2 defects repaired on time (5 working days) with the target being 100% due to the high risk arising from the defect
- The number of Priority 3 defects repaired on time (within 60 working days). The extended period for repair of these medium risk defects is so that cost effective 1st time permanent repairs can be programmed which will minimise the need to effect temporary repairs and potential return visits. An ambitious target of 95% for repair within the 60 days.
- Costs for defect repair will be monitored and compared to industry figures such as AA / RAC / ALARM