



# **PROCEDURE FOR ROAD SAFETY INSPECTIONS AND DEFECT CATEGORISATION**

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## **1. INTRODUCTION**

The Roads (Scotland) Act 1984, states that "...a local roads

Safety inspections are normally undertaken by an inspector in a slow moving vehicle. In heavily used urban areas, particularly when inspecting footways, walked inspections will be required.

During safety inspections, all 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.

### **Street Furniture Defects**

- 1 Damaged safety fencing
- 2 Damaged parapet
- 3 Damaged handrail
- 4 Damaged road structures
- 5 Damaged street furniture
- 6 Damaged boundary fence where animals or children could gain access

### **Traffic Signs**

- 1 Missing, damaged or faded

### 3. FREQUENCY OF INSPECTION

Based on the “Well-maintained Highways” the Code of Practice for Highway Maintenance Management, the carriageway and footway hierarchy for inspections and the recommended frequencies for inspections are set out in the following tables.

**Table 1 - Carriageway Hierarchy**

Urban and residential carriageway inspections may be carried out either on foot or from a vehicle, with rural carriageway inspections being carried out from a vehicle.

<b>Carriageway Category</b>	<b>Hierarchy Description</b>	<b>Type of Road General Description</b>	<b>Description</b>
1	Motorway	N/A	N/A
2	Strategic Route	Principal A Roads between Primary Destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits generally in excess of 40mph with few junctions.
3a	Main Distributor	Major Urban Network & Inter-Primary Links. Short to medium distance traffic.	Routes between strategic routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40mph or less.
3b	Secondary Distributor	Classified Roads (B & C Class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions.	In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built up areas these roads have 30mph speed limits a13.7!

4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic.	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often single lane and unsuitable for HGV. In residential areas they are residential loop roads or cul-de-sacs.
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**Table 2 - Footway Hierarchy**

Footway inspections may be carried out either on foot or from a vehicle.

Category	Category Name	Description
1(a)	Prestige Walking Zones	Very busy areas of town centres with high public space and Street scene contribution.
1	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes.
2	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.
3	Link Footways / Footpaths	Linking local access footways through urban areas and busy rural footways.
4	Local Access Footways / Footpaths	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.

**Table 3 - Safety Inspection Frequency**

Feature	Description	Category	Frequency
Roads	Strategic Routes	2	Up to 12 pa ( Min 10 )
	Main Distributor	3(a)	Up to 12 pa ( Min 10 )
	Secondary Distributor	3(b)	Up to 12 pa ( Min 10 )
	Link Road	4(a)	4 pa
	Local Access	4(b)	Annually
	All other locations (Carparks)		Annually
Footways	Prestige Walking Zones	1(a)	Up to 12 pa ( Min 10 )
	Primary Walking Routes	1	Up to 12 pa ( Min 10 )
	Secondary Walking Routes	2	4 pa
	Link Footway	3	2 pa
	Local Access Footways	4	Annually

Cycle Route	Part of Carriageway Remote from Carriageway Cycle Trails		As for road Twice per year (1 per year)
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Additional inspections may be necessary in response to user or community concerns, as a result of incidents or extreme weather conditions, or in the light of monitoring information.

**It is accepted by Argyll and Bute Council that other factors may preclude some inspections being carried out on road hierarchy category 2, 3(a), 3(b) and footway category 1(a) and 1, as a result of other influencing factors, in this case the target of 1 per month will reduce to a minimum of 10 per year.**

#### **4. INTERVENTION LEVELS AND RESPONSE TIMES FOR DEFECTS**

**Category 1:** Represent a high 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, coning off to protect the

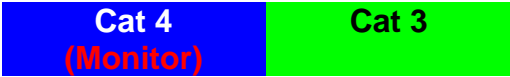


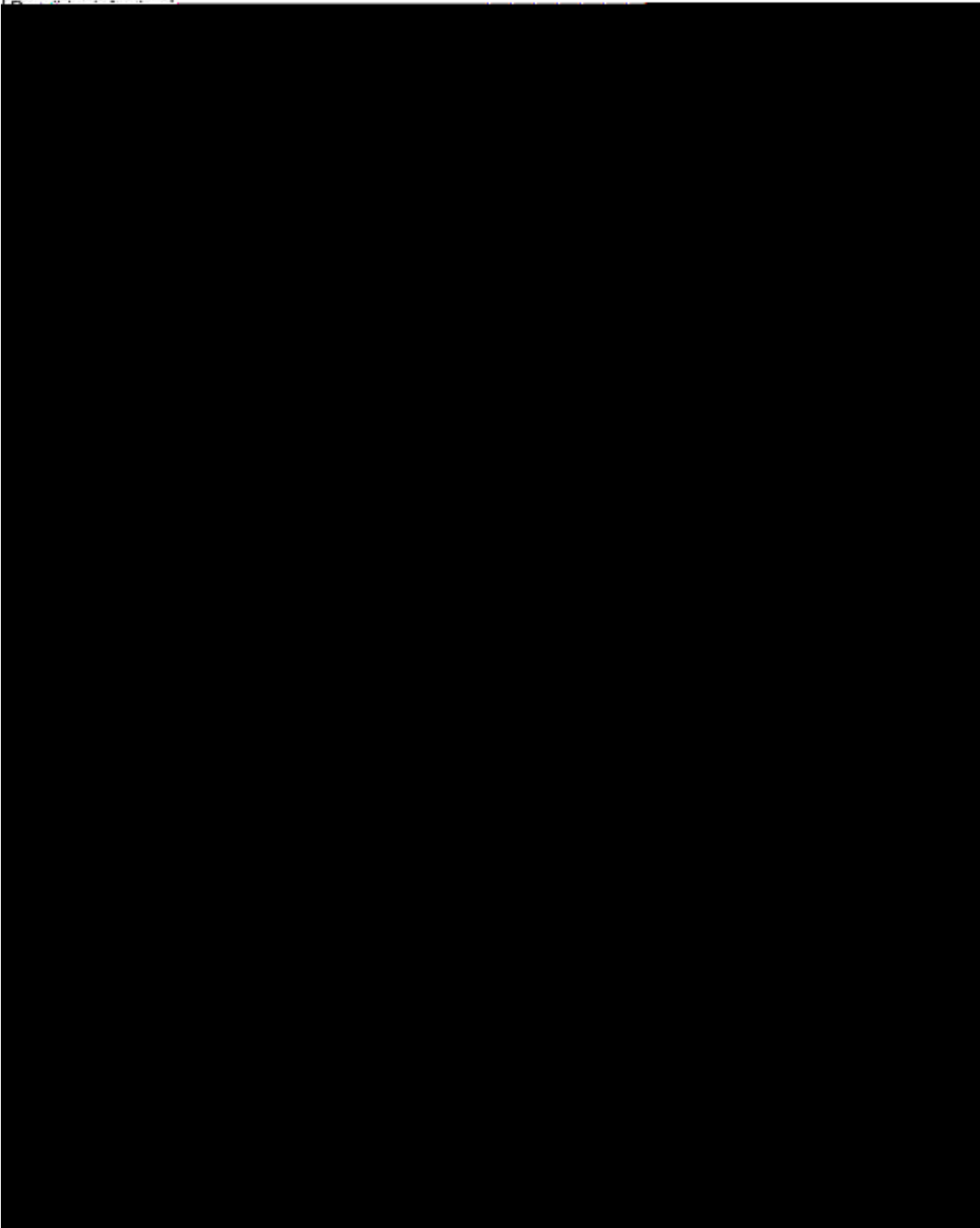
Inspectors undertaking safety inspections or responding to reported incidents require to use judgement in determining response times to observed or reported defects. The Well Maintained Highways Code of Practice recommends

High (4)



Response  
Category





**5. DEFECTS THAT ARE NOT THE RESPONSIBILITY OF THE COUNCIL**

5.1 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

recorded and the party responsible for the repair must be made aware of the defect. If the defect is identified as a Category 1 defect, it should be made safe either by signing and coning or by a temporary repair.

### **Statutory Undertakers' Defective Apparatus**

5.2 Where defective apparatus belonging to undertakers is identified, the defect must be recorded and the utility contacted in accordance with the New Roads & Street Works Act 1991 – Code of Practice for Inspections. The initial procedure is summarised in Figure 1 below.

### **Defects that are the responsibility of other Third Parties**

5.3 Where the defect is the responsibility of another party who is not a Statutory Undertaker, for example an adjacent landowner, 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 are covered by provisions contained within the Roads (Scotland) Act 1984, for which it may be appropriate to inform the party responsible for the defect / hazard of their responsibilities under the Act.

5.4 Some selected examples of the above are;

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

5.5 A number of these provisions within the Act allow the roads authority to carry out remedial works to address the defect/hazard either immediately or after a period of time.

## 6. HEALTH AND SAFETY

### General

- 6.1 In general road inspections are carried out from a slow moving vehicle or on foot. However, it would seem logical that cycle routes be inspected by cycle. The vehicle should be driven at an appropriate speed to allow any defects to be identified and recorded.

### Health and Safety

- 6.2 Inspections are to be conducted in accordance with the Council's procedures for the health, safety and welfare of its employees and others.

### AS A MINIMUM:

- a. Inspector to wear appropriate PPE (Hi-Vis tabard/jacket and trousers as a minimum).
  - b. All vehicles used to carry out inspections should have double beacons and be appropriately marked – Inspector and Driver to wear Hi-Vis PPE.
- 6.3 All surveys should make use of two-way communications (i.e. radio or mobile telephone). Driven safety inspections should be undertaken by two people **Note** the Council's Lone Working Procedures should be followed when an inspector is undertaking a safety inspection on his/her own.
- 6.4 Should

replaced as necessary. A record of these inspections must be kept within the vehicle.

- 6.7 In addition to any other equipment they consider necessary, Inspectors should also carry a digital camera to record defects and, if available, a GPS enabled system to accurately record the location of defects.

### **Documents**

- 6.8 The safety inspection team should also carry a copy of:
- a. this guide;
  - b. New Roads & Street Works Act 1991 – Code of Practice for Inspections;
  - c. “Safety at Street Works and Road Works, A Code of Practice”.

**APPENDIX A:  
DEFECT AND PRIORITY TABLES**

Defect	Priority	Priority	
		Priority	Priority
Pothole	<40mm	4	3
	>40mm < 100mm	4	2

	f c t r o r t y		r f c t s		f c t C t o r y			
	c r s t o		t s t o r y		o r y		o	
	r	r f c	o o t	y t C y c	y	t	C r	r f c t s
Pothole			>25mm <50mm		4	3	2	2
			>50mm		4	3	2	1
Failed patch or defective trench			Failed		4	4	3	3
Missing ironwork cover			Yes		4	3	2	1
Badly cracked or damaged ironwork			Yes		4	3	2	2
Cracking around ironwork frame			Yes		4	4	4	4
Crack, gap or trip			>10mm <25mm		4	4	3	3
			>25mm trip		4	3	2	1
			>10mm <25mm vertical movement		4	4	3	3
Rocking slabs			>25mm vertical movement		4	3	2	1
			>25mm <50mm		4	4	3	3
Crowning/ Depression			>50mm		4	3	2	1
			Danger to pedestrian		4	3	2	1
Debris/ Spillage			Unauthorised obstruction		4	4	3	3
	f c t r o r t y		t r		A r f c t s			
	c r s t o		t s t o r y		o r y		o	
	r	s	t r	s c t o s				
Litter problem			Danger to pedestrian or road user		4	3	2	2
Fly tipping			Danger to pedestrian or road user		4	4	3	3
Other debris/ spillage			Danger to pedestrian or road user		4	4	3	3
Obstruction (signage/trees/bushes/hedges etc.)			Danger to pedestrian or road user		4	3	3	2



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Defect Category	Defect Description	4	3	2	1
Signing/ guarding	Not to code of Practice requirements	4	3	2	1
	Reinstatement	4	3	2	1
Overhead wires, poles etc. in poor condition	Yes	4	3	2	1
	Utility ironwork	4	3	2	1
Other utility defect	Badly cracked or damaged	4	3	2	2
	Cracking round frame	4	4	3	3
	Danger to pedestrian or road user	4	3	2	1
	Other	4	4	3	3

## **APPENDIX B: Carrying out Safety Inspections**

1. Inspector notifies the Local Area Team of Schedule and Dates of when Inspections are to be carried out – This Exchange of information takes place at the Regular Program Meeting.
2. Inspector accesses WDM and issues the scheduled Inspection to the Panasonic Toughbook using the installed Vic II OR Vic III software.
3. Inspector opens Inspection on the Toughbook – Inputs required data (Inspector Details, Weather, Driver Details etc.) - selects GPS mode for recording faults / defects and is ready to commence with the Inspection.
4. Method of Inspection

### Rank – Category of Road

1 Strategic Roads / Bi Monthly Inspections	- 2 Men & Vehicle – Driven
2 Main Distributors / Quarterly Inspections	- 2 Men & Vehicle – Driven
2a Main Distributors / Urban Quarterly	- 2 Men & Vehicle – Driven -
Footways / Walked	
3 Minor Roads / Annually	- 2 Men & Vehicle – Driven
3a Minor Roads (Urban) / Annually	- 2 Men & Vehicle – Driven

5. Vehicle should have double beacons and be appropriately marked – Inspector and Driver to wear Hi-Vis PPE.

9. Each fault / Defect requires data input regards required start dates and the Bill of Quantities.
  
10. Minor Works Risk assessment to be compiled – 1 Document can cover multiple works Instructions or Job Tickets (Those that can be readily grouped – The Same Task on the same route). The Document must list the works instruction numbers to which it refers.
  
11. Works Instructions and the relevant Minor Works Risk Assessments are then issued to the Superintendent in person, via depot printers or at the regular program meetings. (Dependent on the Category of Defects and the timescale for action / repair).



