

ITEM No ...8.....

REPORT TO: CITY DEVELOPMENT COMMITTEE – 30 OCTOBER 2017

REPORT ON: ROAD AND FOOTWAY SAFETY INSPECTION AND DEFECT CATEGORISATION POLICY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 330-2017

1 PURPOSE OF REPORT

- 1.1 This report presents a policy for road and footway safety inspections in Dundee. The policy has been produced in collaboration with Perth and Kinross Council and Angus Council to provide consistency in service standards across the region.
- 1.2 The policy is proposed to achieve compliance with the Well-managed Highway Infrastructure Code of Practice (October 2016) by establishing an inspection and defect categorisation manual to the roads service. To date, Dundee City Council have operated the practice of defining inspection frequencies, defect categorisation and response periods by following the Code of Practice recommendations without a documented policy specific to the Council.
- 1.3 In association with the Road Maintenance Strategy, it will provide a consistent methodology for the management of the road network. It focuses on delivering an efficient and effective reactive response to defect repairs to maintain the safety of the road network.
- 1.4 There are no significant changes to current practice and the introduction of this policy will not affect the way in which roads and footways are inspected and repaired. Similarly, this policy will have no effect on resource or budget requirements. This policy will provide a means of complying with the Code of Practice requirements and presents best practice in asset management policy recording and transparency.
- 1.5 Work has been undertaken to revise the road safety inspection and defect categorisation policy, in line with the new national Code of Practice, and the draft inspection guidelines issued by SCOTS. It is anticipated that this will:
 - a minimise the exposure of danger or serious inconvenience to users of the network or the wider community;
 - b mitigate the Council's exposure to risk and enable a robust defence to claims of loss; and
 - c ensure compliance with Statutory requirements.

2 RECOMMENDATION

- 2.1 It is recommended that the Committee approves the Road Safety Inspection and Defect Categorisation Policy (Appendix 1).

3 FINANCIAL IMPLICATIONS

- 3.1 There are no financial implications arising from this report. The introduction of the policy replicates and formalises current practices and is a cost neutral implementation proposal.

4 BACKGROUND

- 4.1 The Roads (Scotland) Act 1984 states that a local roads authority shall manage and maintain all such roads in their area that are included in the list of public roads held by the authority. These are commonly referred to as “adopted roads” and this inspection policy applies only to these. It will also ensure compliance with this Statutory requirement.

- 4.2 Council officers have been using an undocumented practice of service level in regard to inspections and defect categorisation which has follows previous Code of Practice recommendations. However, the new Well-managed Highway Infrastructure - A Code of Practice (October 2016) recommends a risk based approach to managing all aspects of the road network which includes inspection and repair. This is a move away from prescriptive descriptions of defects in previous codes.
- 4.3 The Society of Chief Officers for Transportation in Scotland (SCOTS) in November 2016 developed draft inspection guidelines with the aim of achieving a consistent approach across Scotland. This policy is based on the draft guidance.
- 4.4 In addition, officers in Dundee City, Angus and Perth & Kinross Councils are working on a collaborative approach to many aspects of service delivery. This Policy will enable future potential sharing of resources and allow for common performance and specifications to be followed. An "Operational Addendum and Training Manual" will be developed to assist road supervisors and others involved in the activity to ensure a consistent approach across this Council area, along with Perth & Kinross and Angus Councils.
- 4.5 The Inspection Manual presented in this report was approved by Perth & Kinross Council Committee on 6 September 2017 for use in their Council area. It is desired to share a common policy across the region and this policy has been prepared in collaboration by the three Councils to enable this. There is no significant change to Dundee City Council's practice which previously followed broadly the same standards as included in this policy proposal. Angus Council will submit to Committee in the near future.

5 SAFETY INSPECTIONS AND DEFECT REPAIR PERIODS

- 5.1 Safety inspections are designed to identify and repair defects to minimise the exposure of danger or serious inconvenience to users of the road network or the wider community. Such defects include those that require immediate attention, as well as those where the locations and sizes are such that longer periods of response are possible.
- 5.2 The safety inspection regime forms a key aspect of the council's strategy for managing liability and risk, mitigates the Council's exposure and enables a robust defence against claims for loss. Inspection frequencies are based on the importance and level of use a road receives. As such, a hierarchy of roads established and reviewed by the Council is used in this policy document and inspection frequencies ranging from 1 month to annually have been put in place across the network. The general public also have the opportunity to notify defects via the Council's website or our dedicated customer care telephone line.
- 5.3 Many defects are notified to the Council that are the responsibility of other organisations such as utility companies. The Council have a duty of care to the public to ensure the network is safe and will often make these defects safe. This policy does, however, set out a process of how to treat recurring defects on assets owned by others. This will both protect the Council liability and enable the Council to recoup costs associated with the defect.
- 5.4 In order to make the best use of our budget allocations, the new policy has given consideration to our current repair periods.
- 5.5 The Council's current practice of defect repair targets has broadly been maintained with the exception of the response time for Category 2 defects which is proposed to increase from 3 days to 5 days. The change of this response time shall enable a consistent standard to be implemented and achieved throughout the region, and in practical terms will enable the Roads Maintenance Partnership to undertake a greater proportion of first time permanent repairs to Category 2 defects through an increase in pre-programming duration.
- 5.6 The change in response times to Category 1 and 3 defects is nominal and will have no practical effect on delivery. The changes proposed to these categories are promoted on the basis of achieving uniformity of common standards across the board within the region.

Defect Category	Safety Defect Type	Existing Response Time	Proposed Response Time
1	Immediate and critical hazard to road users	3 hours	4 hours
2	Urgent or immediate risk of rapid deterioration into a category 1 defect	3 days	5 days
3	Moderate level of hazard or risk of structural deterioration and meets safety defect intervention level criteria	28 days	30 days
4	Defects not presenting imminent hazard to road users but likely to deteriorate and require attention prior to next inspection.	As resource and budget permits	As resource and budget permits

5.7 Performance against set standards for repairing defects is currently reported to Committee in the Roads Maintenance Partnership Annual Performance Report. This will continue after the implementation of this policy.

5.8 It is proposed this policy be implemented from 1 December 2017.

6 POLICY IMPLICATIONS

6.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

7 CONSULTATIONS

7.1 All members of the Council Management Team have been consulted and are in agreement with the contents of this report.

7.2 The policy has been produced in collaboration with the Road Service Managers of Perth and Kinross Council, Angus Council and Dundee City Council to provide a cross boundary consistent approach to road inspections and defect categorisation.

7.3 The policy has been produced on the template of the Society of Chief Officers in Transportation Scotland (SCOTS) and is in accordance with the recommendations of the Well-managed Highway Infrastructure Code of Practice (October 2016).

8 BACKGROUND PAPERS

- 8.1 Well-managed Highway Infrastructure - A Code of Practice (October 2016).
- 8.2 Society of Chief Officers for Transportation in Scotland (SCOTS) - Draft Inspection Guidelines.

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19 October 2017

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**Road Safety Inspection and Defect
Categorisation Policy**

Document Information

Title	Dundee City Council - Inspection & Defect Categorisation Policy
Author	Ewan Macnaughton – Road Maintenance Partnership Manager
Description	This document details the Policy of Dundee City Council for road safety inspections, defect categorisation and repair.

Document History

Version	Status	Date	Author	Changes from Previous Version
1.0	Draft	19/06/17	E. MacN	Draft produced in collaboration and standardisation with the Officers of Dundee City Council, Perth & Kinross Council and Angus Council. The policy document takes cognises of changes to the Code of Practice and SCOTS recommendations
	Committee Submission	15/09/17	E. MacN	Issued to committee for consideration

Document Control

Version	Status	Date	Authorised for Issue by Dundee City Council – Road Maintenance Partnership
1.0	Draft	19/06/17	Draft produced for committee approval consideration

POLICY FOR ROAD SAFETY INSPECTIONS AND DEFECT CATEGORISATION

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1 INTRODUCTION

- 1.1 The Roads (Scotland) Act 1984 under section 1, 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." – these are commonly referred to as adopted roads and this Policy applies only to these. It should be noted the term "road" includes the footway and verge.
- 1.2 The new Well-managed Highway Infrastructure - A Code of Practice (October 2016), hereinafter referred to as "The Code", recommends a risk based approach to managing all aspects of the road network inspections of all road elements. The Addendum to this Policy document specifically relates to the procedure for the carrying out of safety inspections, defect identification and repair.
- 1.3 The establishment of an effective regime of safety inspections is a crucial component of road maintenance in accordance with the Code, and the Society of Chief Officers of Transportation in Scotland (SCOTS) seek to encourage the benefits that will be gained by harmonising such procedures across Scotland.
- 1.4 The Policy has been developed in partnership with the Roads Authorities associated through Society of Chief Officers for Transportation in Scotland (SCOTS) to focus on safety inspections, categorisation of defects and repairs.
Officers across all Scottish authorities recognise the benefits of adopting a common approach with regards to road safety inspections and intervention levels for the repairs to road defects which follow the principles of the code.
- 1.5 Whilst the implementation of the Policy only applies to adopted roads, the principals contained herein will enable Dundee City Council to manage and maintain similar road assets not contained within their list of public roads, but where the Council has a maintenance responsibility.
- 1.6 The Policy will provide a consistent methodology for the management of the road network that focuses on the safety of the road network for the travelling public. It is intended that the implementation of this Policy will also allow performance to be monitored and reviewed, implementing any necessary improvements identified through its use.
- 1.7 This consistent approach will also assist the Council when defending any public liability claim that may be intimated against them.
- 1.8 The Policy does not relate to the Winter Service, nor reactive response to any other weather emergency.

2 STATEMENT OF POLICY

- 2.1 This Policy and addendum defines the standards for safety inspections on public roads in the Dundee City Council area including the nature and priority of response to defects encountered. It is intended to provide a correct and clear process for all staff involved with these inspections to follow.
- 2.2 The Policy has been developed to ensure safety inspections are carried out in the safest manner possible for road users and inspection staff. The general term 'inspector' has been used to cover all staff involved in the survey process.
- 2.3 Not all circumstances are specifically covered in this Policy however inspectors are expected to use their own initiative/best judgement in such situations based upon the principals set out in this Policy and the guidance contained within the Operational Addendum and Training Manual.

- 2.4 Recording details of all inspections promptly, including 'nil returns', together with action taken, is essential as this information would be required in the event of any legal action against the Council for alleged failure to maintain, and its completeness and accuracy will be crucial.
- 2.5 Dundee City Council has a statutory duty to manage and maintain public roads within the council area.
- 2.6 An effective road safety inspection procedure is needed to maximise the safety of road users within the constraints of resources available to the council.
- 2.7 The council aims to ensure that the safety inspection activity identifies and rectifies hazardous defects on public roads in a timely manner, in line with best practice where reasonable and within available resources.

3 OBJECTIVES OF SAFETY INSPECTIONS

- 3.1 Safety Inspections are designed to identify and repair defects likely to cause danger or serious inconvenience to users of the network or the wider community. Such defects include those that require immediate attention as well as those where the locations and sizes are such that longer periods of response are possible.
- 3.2 The Safety Inspection regime forms a key aspect of the council's strategy for managing liability and risk.
- 3.3 The council uses its Safety Inspection process, monitoring information and a regime of proactive maintenance to reduce risk and provide the public with a safer roads network.
- 3.4 The objectives of safety inspection activity are:
- To minimise the risk of injury and disruption to road users as far as is reasonably practicable
 - Provide a regular, structured inspection of the public road network, within available resources
 - Deliver a consistent, reliable response to identified defects, within available resources
 - Maintain accurate and comprehensive records of inspections and response
 - Enable the Council to provide a clear accurate and comprehensive response to claims

4 PRINCIPALS OF SERVICE DELIVERY

- 4.1 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. A robust process 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.
- 4.2 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 its duty of best value. Response times and quality of work are dependent upon effective partnership working between the Road Maintenance Partnership technical staff and our contractors operatives.
- 4.3 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. Roles and responsibilities are clearly defined in the Operational Addendum and Training Manual.
- 4.4 In the case of absence of an inspector due to annual leave or ill health it will be the responsibility of the appropriate Senior Engineer to ensure a suitably trained substitute Inspector undertakes any inspection due within the time frames set down in this manual.
- 4.5 During periods of extreme weather, the most senior available Road Maintenance officer will make a decision regarding the viability of a safety survey being undertaken - taking into account the availability of staff/operatives and the Council priority in light of the prevailing weather

conditions. The Senior Officer should ensure that the safety survey is however carried out as soon as practicable after cessation of the severe weather.

5 SAFETY INSPECTIONS

5.1 Safety inspections 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 and therefore require immediate or urgent attention.

5.2 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. Judgement will always need to take account of particular circumstances. For example the degree of risk from a pothole depends upon not only its depth but also its surface area, presence of vertical edges and location within the road.

5.3 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 an appropriate response time specified. The list identified below is not exhaustive.

Carriageway defects such as: -

- 1 Surface defects and other local defects
- 2 Abrupt level differences in running surface
- 3 Edge deterioration of the running surface and other local defects
- 4 Excessive standing water and water discharging onto and or flowing across the road
- 5 Blocked gullies and obstructed drainage channels or grips which could lead to ponding or flooding
- 6 Debris and/or spillages
- 7 Missing cats eyes
- 8 Missing or damaged covers

Footway & Cycleway defects such as: -

- 1 Surface and other local defects
- 2 Excessive standing water and water discharging onto and or flowing across the foot/cycleway
- 3 Dangerous rocking paving slabs
- 4 Large cracks or gaps between paving slabs
- 5 Missing or damaged covers
- 6 Debris and or spillages likely to be a hazard

Street Furniture Defects such as:-

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

Traffic Signs such as:-

- 1 Missing, damaged or faded regulatory or warning sign or bollard
- 2 Major sign plate or structural failure
- 3 Electrically or otherwise unsafe apparatus
- 4 Damage which may cause a dangerous obstruction to road traffic or other road users

Other Safety Defects:-

- 1 Badly worn Stop, Give Way or double continuous white line
- 2 Overhead wires in dangerous condition
- 3 Sight-lines obstructed by trees and other vegetation,
- 4 Trees in an apparent dangerous condition, (referred to a specialist officer for comment)

- 5 Earthslips where debris has encroached or is likely to encroach the road
- 6 Rocks or rock faces constituting a hazard to road users

6 FREQUENCY OF INSPECTION

6.1 Based on the Code for carriageway and footway hierarchy, the recommended frequencies for inspections are set out in the following tables.

Table 1 – Adopted Carriageway Hierarchy

Urban and residential carriageway inspections will principally be carried out on foot but may be carried out from a car, with rural carriageway inspections being carried out from a vehicle.

Carriageway Category	Hierarchy Description	Type of Road General Description	Description
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 and high pedestrian activity.
4a	Link Road	Roads linking between the Main & Secondary Distributor Network with frontage access and frequent junctions.	In rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always suitable of carrying two-way traffic. In urban roads they are residential or industrial inter connecting roads with 30mph speed limit.
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.

Table 2 – Adopted Footway Hierarchy

Footway inspections may be carried out either on foot or from a vehicle, but urban footways must be walked at least once per annum. For footways with on street parking adjacent to them, inspection from a vehicle should only be carried out when parking is light.

Category	Category Name	Description
1(a)	Prestige Walking Zones	Very busy areas of town centres with high public space and Streetscene 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 – Hierarchy Frequency of Inspection

Feature	Description	Category	Frequency
Roads	Strategic Routes	2	Monthly
	Main Distributor/City Centre	3(a)	Monthly
	Car Parks		
	Secondary Distributor	3(b)	Monthly
	Link Road	4(a)	3 Monthly
	Local Access	4(b)	Annually
	All other locations (Carparks)		Not inspected – reactive response only to defects notified
Footways	Prestige Walking Zones	1(a)	Monthly
	Primary Walking Routes	1	Monthly
	Secondary Walking Routes	2	3 Monthly
	Link Footway	3	Annually
	Local Access Footways	4	Annually
			Not inspected – reactive response only to defects notified
Cycle Route	Part of Carriageway		As per associated road
	Remote from road		6 monthly
	Cycle Trails		Not inspected—reactive response only to defects notified

6.2 Additional reactive 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. These reactive inspections will not be routinely recorded although defect information will be.

6.3 Those assets not contained within the list of public roads and thus not adopted, but which are the responsibility of the Council, are not formally inspected on a planned basis. They will be reactively inspected following notification of a defect, and repairs to defects found will be carried out in accordance with repair regime for defects on the adopted network.

Table 4 - Tolerance between Inspection

Inspection frequency	1 month	3 month	6 month	annual
Tolerance	+/- 7 days	+/- 14 days	+/-28 days	+/-28 days
Max between	36 days	100 days	200 days	392 days

7 INTERVENTION LEVELS AND RESPONSE TIMES

- 7.1 Inspectors undertaking safety inspections or responding to reported incidents require to use judgement in determining response times to observed or reported defects. The Code recommends that roads authorities adopt a system of defect risk assessment for determining the response times to road defects.
- 7.2 The defect risk identified through this process have to be evaluated in terms of the significance. This means assessing the likely impact of the defect and the probability of it actually happening. The impact is quantified by assessing the extent of damage likely to be caused as a result. As the impact is likely to increase with increasing speeds, the volume of traffic and category of road are important considerations in the assessment. The probability is quantified by assessing the likelihood of users passing by or over the defect, encountering the risk. As the probability is likely to increase with increasing vehicular or pedestrian flow, the network hierarchy and defect location are consequently important considerations in the assessment.
- 7.3 The risk based approach to defect categorisation provided within this document therefore takes cognisance of the hierarchy of the road on which a defect presents itself. Response times for which a defect should be repaired or made safe will depend upon: -
1. The depth, surface area or other extent of the defect.
 2. The volume, characteristics and speed of traffic.
 3. The location of the defect relative to road features such as junctions and bends.
 4. The location of the defect relative to the positioning of users, especially vulnerable users, such as in traffic lanes or wheel tracks.
 5. The nature and extent of interaction with other defects.
 6. Forecast weather conditions, especially potential for freezing of surface water.
- 7.4 All defects identified therefore require to be evaluated in terms of their significance. This means assessing the likely impact of exposure to the risk and the probability of it actually happening. Having identified a particular risk, the Risk Matrix below will be used as the principle to determine the defect category and response time.
- 7.5 The Defect and Priority tables in the Operational Addendum use this risk assessment principle and have been populated on the basis of individual defect types. It is these tables which should be used to help assess risk for any defect noted.

Probability → Impact ↓	Very Low (1)	Low (2)	Medium (3)	High (4)
Negligible (1)	1	2	3	4
Low (2)	2	4	6	8
Noticeable (3)	3	6	9	12
High (4)	4	8	12	16

Response Category	Cat 4 (No Action – record only)	Cat 3 (30 Days)	Cat 2 (5 Days)	Cat 1 (4 Hours)
Risk Value	(1 - 4)	(6 – 8)	(9 – 12)	(16)

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 and/or coning off to protect the public from the defect. If it is not possible to correct or make safe the defect at the time of inspection, **emergency repairs to make safe should be carried out within 4 hours.** Where practicable, safety defects of this category should not be left unattended until a temporary or permanent repair has been carried out.

Category 2: **Repair within 5 working days.** This allows a more proactive approach to be adopted for those defects that represent a medium risk to road users or because there is a risk of short-term structural deterioration.

Category 3: **Repair within 30 working days.** Defects that require attention because they represent a low risk to road users. This allows defects of this nature to be included into longer planned programmes of work.

Category 4: **Monitor and Review condition** during subsequent planned inspection. Defects in category 4 are not classed as safety defects and are inspected following 3rd party reporting. Record for insurance purposes and include in future maintenance project as resources permit.

7.6 A working day is defined as any day except Saturday, Sunday or Public Holidays.

7.7 Unless advised as high risk defects that are reported will be inspected within 5 working days and the appropriate level of response will be determined using the guidelines set out within this Policy.

7.8 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.

7.9 Records of all safety inspections, defects and works instructions issued following inspections shall be documented within an electronic Routine Maintenance System.

8 DEFECTS THAT ARE NOT THE RESPONSIBILITY OF THE COUNCIL

- 8.1 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 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 Category 1 defect, it should be made safe either by signing and guarding or by a temporary repair. NOTE – insurers / legal do not consider a cone to be satisfactory safety measure and so a footway board or similar should be laid across the defect.

8.2. 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). 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 to affect a repair. Thereafter the Council will affect a repair and charge all costs to the utility.

8.3 Defects that are the responsibility of other Third Parties

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. It may be appropriate to inform the party responsible for the defect / hazard of their responsibilities under the Act.

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)
- 8.4 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 suitable period of notice, and further may give powers to recover any expenses reasonably incurred in doing so. The Council will seek to recover expenses in all situations.
- 8.5 Any decision to undertake such remedial work should not be done without the agreement of a suitably responsible person. In the first instance the preferred option is to have constructive discussion with the responsible party, in order to resolve the issue.

9 HEALTH AND SAFETY

- 9.1 In general road inspections are carried out from a slow moving vehicle or on foot. However, it would seem logical that if possible cycle routes be inspected by bicycle. In all cases the vehicle should be driven at an appropriate speed to allow any defects to be identified and recorded.
- 9.2 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. All staff engaged in inspections must wear high visibility clothing to BS EN 471 class 3.
- b. All vehicles used to carry out inspections shall be liveried to an 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.

- 9.3 Driven safety inspections shall be undertaken by two people on A Class roads where the national speed limit applies. 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.
- 9.4 When recording defects on the laptop/tablet/pda etc the vehicle must be brought safely to a complete halt. When stopping the vehicle it shall be parked off the live carriageway wherever possible. If this cannot be achieved then there must be clear visibility in both directions and the roof mounted beacon must be switched on. Traffic must not be forced across any continuous solid white centre line.
- 9.5 If a defect is considered to be a Category 1 defect, full traffic management (TM) should be called for and the safety inspection vehicle should remain in place protecting the public from the hazard, if it is safe for the inspector and travelling public, until TM is in place.
- 9.6 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 defects.

10 MONITORING AND REVIEW

- 10.1 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.
- 10.2 All information obtained from safety inspections, together with the nature of response, including nil returns, shall be recorded consistently. It shall be stored electronically in the council's electronic system (RMS).
- 10.3 All inspection records shall include the date, time and the name of the person conducting the inspection.
- 10.4 The network and its hierarchy is fluid and as a minimum the network shall be reviewed for changes with regard to hierarchy at least every two years.

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 adjacent to the road

**APPENDIX A:
DEFECT AND PRIORITY TABLES**

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 1: Carriageway Defects					
Surface Defect	<40mm	4	4	3	3
	>40mm < 100mm	4	3	2	2
	>100mm	4	3	2	1
Missing ironwork cover	Yes	4	3	2	1
Badly cracked or damaged ironwork	Yes	4	4	3	3
	Cracking around ironwork frame	Yes	4	4	3
Crowning/ Depression (level difference from surrounding profile of the road)	>40mm	4	3	2	2
Rutting (level difference from surrounding profile of the road)	>40mm	4	4	3	3
Missing / defective skid resistant surfacing	Yes	4	4	3	3
Edge Deterioration outwith running surface	>40mm <100mm	4	3	2	2
	>100mm	4	3	2	1
Displaced metal stud	Yes	4	3	2	1
Missing studs/ reflectors	<20% missing	4	4	4	4
	>20% missing	4	4	3	3
Missing or excessively worn lines/ markings	Stop/Give Way	4	3	2	2
	Double white line	4	3	2	2
	Other	4	4	4	4

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 2: Kerb Defects					
Loose, missing or damaged kerbs	Yes	4	3	2	2
Dislodged kerb	50mm horizontally, 25mm vertically	4	3	2	2

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 3: Other Paved Area Defects (Shared Surfaces/Footway/Path, Cycleway/Path and Car Park Defects)					
Surface Defect	>20mm <50mm	4	3	2	2
	>50mm	4	3	2	1
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
Crack, gap or trip	>10mm <20mm	4	4	3	3
	>20mm trip	4	3	2	1
Rocking slabs	>10mm <20mm vertical movement	4	4	3	3
	>20mm vertical movement	4	3	2	1
Crowning/ Depression (level difference from surrounding profile)	>20mm <50mm	4	4	3	3
	>50mm	4	3	2	1

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 4: Debris/Spillage (and Obstructions)					
Debris/ spillage	Potential danger to pedestrian or road user	4	3	2	1
Obstruction (signage/trees/bushes/hedges etc.)	Potential danger to pedestrian or road user	4	3	2	1

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 5: Signs, Signals and Lighting Defects					
Damaged signal or light fitting or damaged column	Likely to fall	4	3	2	1
	Not dangerous	4	4	4	4
Exposed wires	Yes	4	3	2	1
Missing/ loose cover	Yes	4	3	2	1
Unauthorised sign	Potential danger to pedestrian or road user	4	4	3	2
	Other	4	4	4	4
Missing/ damaged sign face	Regulatory/ Warning signs	4	3	2	2
	Other Signs	4	4	4	4
Obscured	Regulatory/ Warning signs	4	3	2	2
	Other Signs	4	4	4	4

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 6: Safety Fence/ Barrier Defect					
Safety fence/ barrier or guardrail damaged or loose	Potential danger to pedestrian or other road user	4	3	2	1
	Other	4	4	4	4

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 7: Tree/ Hedge Defects					
Loose branch	Potential hazard	4	3	2	1
	Unlikely to fall onto road	4	4	4	4
Overhanging branch <5.5m clearance on road, <2.4m on footway/cycleway	Yes	4	4	4	3
Sight-lines obscured	Yes	4	3	2	2
Other tree/ hedge defect	Potential danger to pedestrian or road user	4	3	2	2
	Other	4	4	3	3

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 8: Drainage Defects & Standing/ Running Water					
Blocked drain, gully or grip	Potential danger to pedestrian or road user	4	3	2	2
	Other	4	4	4	4
Missing gully frame	Yes	4	3	2	1
Broken gully frame/ cover	Potential danger to pedestrian or road user	4	3	2	1
	Other	4	4	3	3
Water discharging onto road or Trash screen/ grid blocked	Potential danger to pedestrian or road user or flooding to property	4	3	2	1
	Primary salting route in winter	4	3	2	2
	Other	4	4	4	4

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 9: Structures Defects					
Parapet damaged	Yes	4	3	2	2
Bridge defect - other	Potential danger to pedestrian or road user	4	3	2	1
	Other	4	4	3	3
Obvious retaining wall problem	Yes	4	3	2	2
Earthworks/ embankment defect	Yes	4	3	2	2

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 10: Utility Defects					
Utility ironwork	Missing	4	3	2	1
	Badly cracked or damaged	4	3	2	2
	Cracking round frame	4	4	3	3
Other utility defect	Potential danger to pedestrian or road user	4	3	2	1
	Other	4	4	3	3