Highway Safety Inspection Manual

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1 INTRODUCTION

Safety inspections are an important means of keeping the highway safe for the travelling public. They are also vitally important in court cases for providing evidence that Shropshire Council takes a responsible attitude to its duties as a highway authority. If a highway user suffers a loss that is attributed to a failure to maintain a section of highway, then the highway users may claim damages from the highway authority unless it can prove “that the authority had taken such care as in all the circumstances was reasonably required to secure that the part of the highway to which the action relates was not dangerous for traffic”. The number of claims must be controlled as these have an impact on the highway maintenance budgets.

The Council’s safety inspection manual has been developed following the guidance within the current Code of Practice “Well-Managed Highway Infrastructure” (UKRLG, 2016) and its legal requirements as set out in the Highways Act (1980). Highway safety inspections are carried out for the following reasons:

- To meet the Council’s duty to maintain the highway.
- To identify defects that are likely to create a danger or serious inconvenience to highway users or the wider community and to determine the degree and timing of repairs.
- To provide additional intelligence on the condition of the network for wider asset management purposes including optimisation of asset life cycles, prioritisation of funding and scheduling of works programmes.
- To provide an adequate defence against highway claims under Section 58 of the Highways Act 1980.

This inspection manual sets out the Council’s requirements for highway safety inspections. Safety Inspections are designed to identify all defects likely to create danger or serious inconvenience to network users or the wider community. Following the identification of a defect identified as detailed in Section 5 of this document, the risk due to a hazard is assessed on site and an appropriate priority response assigned.

This safety inspection manual provides guidance on the classification of defects according to risk. It is expected that Inspectors will apply their knowledge and experience to undertake a dynamic risk assessment of the risks as they see it but if in any doubt they should seek advice from their supervisor. Each and every such decision could be critical to the safety of network users and may also potentially be subject to legal scrutiny in the event of an accident occurring at or near the site. In such circumstances complete and accurate records will be essential to show a competent evaluation has been made and, where appropriate, suitable corrective measures have been initiated.

2 SCOPE

Safety inspections will be carried out on all features within the highway on carriageways, footways and cycleways as set out in the Highways Infrastructure Asset Management Plan. Some features will only receive a superficial visual inspection and obvious defects reported to the relevant person or organisation responsible for its maintenance; such features include:

- Highway structures;
- Street lighting;
- Traffic signals;
- Highway trees;
- Statutory undertaker's equipment in the highway;
- Features maintained by other authorities including Highways England, Network Rail and town and parish councils.

These following deficiencies are to be looked for during safety inspections. It is provided as a check list only, is not exhaustive and should be adapted to suit local circumstances.

- Debris, spillage or contamination on running surface or hard shoulder;
- Displaced road studs lying on running surface;
- Overhead wires damaged or unstable;
- Damaged and exposed electrical wiring;
- Embankments and cuttings apparently unstable;
- Trees with loose branches or apparently unstable;
- Signs, signals or lighting damaged, defective, missing or unstable;
- Road markings and studs missing, misleading or badly worn;

- Signs, signals or lighting dirty or obscured;
- Sight-lines obscured by trees, unauthorised signs and other obstructions;
- Safety fencing, parapet fencing, handrail, and other barriers missing or defective;
- Abrupt level differences in the running surface;
- Potholes, cracks or gaps in the running surface;
- Crowning, depression and rutting in the running surface;
- Edge deterioration of the running surface;
- Kerbing, edging or channel defects;
- Rocking or otherwise unstable footpath or cycleway surfaces;
- Apparently slippery running surface;
- Ironwork (gully lids, manholes etc.) broken or missing;
- Gullies, drains or grips blocked or defective;
- Standing water, water discharging onto or overflowing across the running surface;
- Fords- inspected at same frequency as road category, check that depth gauge is present and record onto inspection record.

The term running surface applies to metalled parts of the carriageway, footway or cycle route.

This manual does not cover inspections for winter maintenance. These are treated as a special form of safety inspection and specific codes of practice adhered to.

Where the highway crosses a railway, the Council is not responsible for safety inspections between the STOP markings, any potential safety defect observed during safety inspections must be immediately reported to Network Rail or the private rail operator. In addition, warning lights, barriers and signs associated with the railway are also the responsibility of Network Rail or the private rail operator.

Some observed safety defects may not be the responsibility of the Council such as utility trench reinstatements and iron works, as well as hazards caused by third parties such as obstructions in the highway or dangerous scaffolding. The Council must ensure that all relevant information is notified directly to the third party concerned but it retains its obligations in respect of maintaining the highway. This means that when such hazards are

deemed actionable, the site should be made safe in accordance with the principles of this manual. Any costs incurred may be re-charged to the third party.

The planning of highway safety inspection does not account for the risk of damage from agricultural vehicles. Movements of agricultural vehicles, and the risk posed by them, is subject to the land use in any one season or year; therefore, it is not practicable for the highway authority to plan highway safety inspections based on such movements. Where concerns are reported, these will be investigated in the normal way.

3 NETWORK HIERARCHY

A network hierarchy has been defined. A full description of each hierarchy is provided in the Highways Infrastructure Asset Management Plan (HIAMP). The hierarchies for carriageway, footway and cycleways as published in the Code of Practice have been used as a basis for the hierarchies in Shropshire. The basic hierarchy has been enhanced to deal with specific local risks; this enhancement follows similar approaches adopted by other highway authorities and ensures that the core hierarchy is consistent with that used by other authorities.

The assignment of the hierarchy to the network sections has been done using the descriptions in the HIAMP and supplemented with:

- Information on the levels of use
- The expectation of service level by users considering the hierarchy of local links
- Local intelligence on the function of the highway
- Historical classification and an appreciation of risk
- Stakeholder feedback

Where a section could be placed in multiple hierarchies, a judgement on the hierarchy that best reflects the function of that section has been made.

4 INSPECTION FREQUENCIES

Table 1 sets out the standard inspection frequency for each hierarchy; a description of each hierarchy is set out in the HIAMP. These frequencies have been determined from an analysis of recent claims and the likelihood of an encounter with the defect.

Table 1. Inspection Frequencies

Category		Hierarchy Type	Inspected
Carriageway	2	Strategic Route	1 Month
	3a	Main Distributor	1 Month
	3b	Secondary Distributor	1 Month
	4a	Link Road	3 Months
	4b	Local Access Road	1 Year
	4c	Layby	1 Year
	4d	Minor Lane	1 Year
	5a	Track	As required
	5b	Disused Track	As required
Footways	F1	Primary Walking Route	1 Month
	F2	Secondary Walking Route	3 Months
	F3	Link Footway	6 Months
	F4	Local Access Footway	1 Year
	F5	Minor Footway	As required
Cycle Routes	Y1	Cycle Lane	As for the carriageway
	Y2	Cycle Track	6 Months
	Y3	Cycle Trail	As required

The standard inspection frequency can be increased or reduced based on the risk present. Shropshire Council shall maintain a log of deviations from the standard frequency and where required shall regularly review these changes at least annually.

In addition to the schedule of safety inspections, additional inspections of specific defects can be carried out in response to reports of defects from stakeholders or other incidents.

4.1 Inspection frequencies – tolerances

The inspection due date is set by the previous date of inspection and the inspection frequency. The inspection regime acknowledges the need to maintain a regular inspection interval whilst acknowledging the normal operational challenges in maintaining that interval such as weekends, bank holidays, poor weather and normal variations in the time required to undertake inspections. An operational contingency, which is linked to the frequency of inspection and therefore risk, has been defined to cover these normal events and is given in Table 2.

The inspection must be completed by the earlier of the following two conditions:

- The end of the calendar month in which the inspection is due.
- The inspection due date plus the operational contingency.

The effect of the above conditions is illustrated in the following examples:

- If an inspection due date is 10 May 2018 and the operational contingency is 7 days, the inspection must be completed by 18 May 2018.
- If an inspection due date is 10 May 2018 and the operational contingency is 28 days, the inspection must be completed by 31 May 2018.

Inspection intervals can be extended further in exceptional circumstances such as severe weather events on the network. In these circumstances, the inspection must be undertaken as soon as is reasonably practicable following the event and a record maintained by the supervisor of the circumstances which prevented the completion of the inspection within the normal timescales.

Table 2. Operational contingency

Inspection frequency	Operational contingency
1 Month	7 calendar days
3 Months	7 calendar days
6 Months	28 calendar days
12 Months	28 calendar days

5 DEFECTS

5.1 Defect response times

Clearly some defects need to be treated more urgently than others. In order to record how quickly action needs to be taken after an inspection, a category is applied to each individual defect as set out in Table 3.

Table 3. Defect categories

Defect Category	Description	Response
1H	Immediate Response	Make safe/repair within 1 day
1	Urgent Response	
2H	Planned Response (High Risk)	Make safe/repair within 7 days
2	Planned Response	Make safe/repair within 28 days
2L	Planned Response (Low Risk)	Risk-based response

The response time for each category commences at the end of the day on which the defect is identified. For example, ‘within 1 day’ means a defect observed on Tuesday should be made safe or repaired by the end of the day on Wednesday.

The standard planned response to a safety defect is 28 days; this response can be changed to an alternative response time as set out in Table 3 based on the risk assessed at the time of observation. A key determinant of the risk will be the hierarchy of the carriageway, footway or cycle route but other factors should be taken into account. Section 5.2 provides more guidance on the assessment of risk.

There will be certain defects for which a planned response is not appropriate; these are classed as Category 1 defects. Category 1 defects should be made safe or repaired within 1 day. Category 1 defects include a further sub-category 1H or Immediate Response where

failure to act would mean that the first person to pass by would be likely to come to harm. Examples of such defects could be fallen trees, major bank slips, or certain potholes more than 150mm deep. Where a category 1H defect is observed, the defect must not be left unattended until such time that it is either made safe or repaired.

The risk-based response for Category 2L defects will be determined by the Inspector, often in consultation with local highways teams, based on the observed condition and the risk of further deterioration until the next scheduled inspection. The response may be to include the repair in the next works programme, schedule a more detailed investigation, monitor by more frequent inspections or simply to review at the next inspection.

5.2 Deficiency and risk

Under a risk-based approach, the appropriate response to defects will be determined by considering the risk presented by:

- The depth, surface area or other degree of deficiency of the defect or obstruction.
- The volume, characteristics and speed of traffic.
- The location of the defect relative to highway features such as junctions and bends.
- The location of the defect relative to the positioning of users, especially vulnerable users, such as in traffic lanes or wheel tracks, in cycle lanes or crossing points.
- The nature of interaction with other defects.
- Likely weather conditions, especially potential for freezing of surface water.
- Likely impact on highway users who come into contact with the defect.
- Impacts on vehicles and property that come into contact with the defect.

These can be assessed in accordance with the Council's Opportunity Risk Management Strategy using the matrix in Table 4. After the assessment of risk, the risk will be treated according to an appropriate response. In accordance with the Council's Opportunity Risk Management Strategy, any risks assessed as being below the 'Risk Acceptance Level' should managed to ensure that resources are not wasted and as such the defect should be considered for maintenance in accordance with the Council's asset management strategy.

Table 4. Risk Assessment Matrix

Impact							
	Critical	5	1H	1H	1H	1H	1H
	Major	4	2	2H	1	1	1H
	Significant	3		2	2H	1	1
	Minor	2			2	2H	1
	Negligible	1				2	2H
			1	2	3	4	5
			Rare	Possible	Likely	Almost certain	Certain
			Likelihood				

Risk acceptance level

5.3 Special considerations for cyclists

Cyclists use the highway in multiple ways such as sharing certain areas of footway, using dedicated lanes or sharing the carriageway with other vehicles.

It is not reasonably practicable to adjust the level of acceptable risk on all roads for the possible existence of cyclists; however, special consideration should be given in the following defined areas where there is specific infrastructure permitting or encouraging cycle use, such as:

- Shared use footways – segregated and non-segregated
- Cycle lanes

The presence of cycle route signage could be an example of which special consideration should be given; however, these signs seldom accurately define the full extent of route and

may exist in one direction only or could be missing. For such situations, the special consideration may be given in circumstances that the average road user may perceive them. This is that the sign is seen prior to the inspector commencing the inspection of the route and for a reasonable distance.

5.4 Investigatory levels, defect standards and responses

In order to provide clear guidance, minimum investigatory levels have been developed using a risk and evidence-based approach, benchmarking with other Highway Authorities and the Code of Practice. The Table 5 and 6 provide the investigatory criteria and guidance on responses.

Heritage areas can include materials and/or features that have intrinsically uneven surface qualities or do not meet modern standards. Highway users may be reasonably expected to acknowledge these qualities and take appropriate care when travelling through these areas. A response determined by the consideration of specific, local risk factors would be appropriate in these circumstances.

Table 5: Investigatory criteria and guidance on response times for carriageway defects

Carriageways	2, 3a, 3b	4a,4b,4c	4d,5a,5b	Response	Notes
Abrupt level difference in the surface	>100mm			1	
	>40mm	>100mm		2H	
		>40mm		2	
			>40mm	2L	
Potholes (>150mm diameter)	>100mm			1	
	>40mm	>100mm		2H	
		>40mm		2	
			>40mm	2L	
Fretting of surface joints	>100mm			1	
	>40mm	>100mm		2H	
		>40mm		2	
			>40mm	2L	
Edge deterioration	>100mm			1	
	>40mm	>100mm		2H	
		>40mm		2	
			>40mm	2L	
Flooding	Affects > ¼ of road			1	
		Affects > ½ of road		2H	
		>75mm		2H	
Displaced filter material from drainage	●			1	
Missing ironwork	●			1	
Defective ironwork	●			2L	

Carriageways	2, 3a, 3b	4a,4b,4c	4d,5a,5b	Response	Notes
Displaced filter material from drainage	●			1	
Defective vehicle barrier	●			1	
Damaged/Deformed Bridge or Structural Element	●			2L	Report to Structure's Team
Unstable Masonry/Brickwork/Rot	●			1	
Visibility restricted at bridge	●			2L	
Inadequate visibility	●			2H	
		●		2L	
Severe foundation failure or subsidence	●			1	Refer to notes
Geotechnical material on road	●			1H	Refer to notes
Injurious weeds	●			2H	
Dangerous obstructions in the highway	●			1	
Other obstructions in the highway	●			2L	
Debris on road surface including spills	●			1	
		●		2H	
Defective important warning and regulatory signs	Insufficient legibility			1	
		Insufficient legibility		2H	
Defective signs and bollards	Dangerous			1	Refer to notes
	Non-dangerous			2L	
		Dangerous		2H	Refer to notes
		Non-dangerous		2L	
Traffic signals defects	●			1	Report to Traffic Signals Team

Carriageways	2, 3a, 3b	4a,4b,4c	4d,5a,5b	Response	Notes
Dangerous street lighting columns	●			1H	Report to Street Lighting Team
Exposed wiring	●			1H	
Non-dangerous lighting defects	●			2L	
Defective road studs	Missing, Loose or badly damaged			1	

Table 6. Investigatory criteria and guidance on response times for footway defects

Footways & Cycleways	F1	F2, F3, F4	F5	Y1, Y2	Y3	Response	Notes
Abrupt level difference in the surface	>20mm					1	
		>20mm		>20mm		2H	
			>20mm			2L	
Potholes	>20mm					1	
		>20mm		>20mm		2H	
			>20mm			2L	
Fretting of surface joints	>20mm					1	
		>20mm		>20mm		2H	
			>20mm			2L	
Rocking paving units	>20mm					1	
		>20mm		>20mm		2H	
			>20mm			2L	
Vegetation	●			●		2	
		●			●	2L	
Defective pedestrian barrier	●			●		1	
		●			●	2H	

●	Applies
	Does not apply

6 SAFETY INSPECTIONS – GENERAL PROCEDURES

Most safety inspections on the highway network will be undertaken from a slow-moving vehicle travelling in one direction.

- On dual carriageways and wide single carriageways, inspections will be carried out in both directions in order that all features and possible defects on the network are observed from a road users' perspective.
- On single carriageway, strategic routes, main distributor and secondary distributor roads, the inspections will take place from one direction in month one, and from the other direction in month two.

This procedure presumes that nearly all actionable defects will be observable from a slow-moving vehicle. In practice this is not always the case, and in such circumstances the inspection should be completed on foot.

Driven inspections of footways on either side of one-way streets should be done twice for each side of the road. For two-way roads, the inspection of the footway shall be carried out in both directions covering the near side footway in each direction.

Dedicated mobile technologies can offer increased precision for safety inspections. Wherever dedicated mobile technologies are used to support Safety Inspections, the data collection will be supervised by a competent Inspector.

Inspections should only be undertaken when there is adequate visibility. The Inspector will decide if visibility is adequate.

Where the surface of the highway is obscured, for example by parked cars, it is reasonable to expect that this part of the surface is not inspected until a further attempt at the next scheduled inspection (save in circumstances where an inspector decides that it is reasonably required to investigate under an object given the presence of a visible actionable defect adjacent to the object that might extend further underneath and to investigate would not place the inspector in peril).

The inspection schedules will be maintained by the Supervisor.

Category 1 defects (including those on highway trees) must be notified immediately by telephone to the Contractor or, where features have only received a superficial visual

inspection as set out in Section 2, to the appropriate organisation or section responsible for the maintenance of the feature.

Inspections are to be recorded using a Data Capture Device (DCD) linked to the Integrated Highway Management System (IHMS). In the event of failure of either the DCD or IHMS, a alternative process of capturing and issuing work will be employed and the IHMS will be updated as soon as possible.

Where no defects exist, a clear record that the section has been inspected must be created in the Integrated Highway Management System (IHMS). This is typically done using the Data Capture Device (DCD).

Sufficiently clear images should be captured of the defect when observed and when repaired; for multiple defects in one location these images should capture the wider view of the defects. Where possible, these images should include a locally identifiable feature. It may be helpful to include a standard object to help scale the dimensions of the defect such as a ruler, pen or coin. Images must not be captured where to do so would place the Inspector at risk.

The general process for dealing with defects is as follows:

1. Assess the risk and categorise the defect
2. Take action to make safe in accordance with the category of the defect.
3. Arrange for additional work to permanently repair the defect if not permanently repaired in Step 2 and if required by the asset life cycle plan.

Risk should be regularly monitored by the Local Highway Manager, Highway Inspections Manager and Highway Asset Manager through analysis of insurance claims, recent safety inspections and feedback from the Inspector or Local Highways Technician. Any particular sections where there is a pattern of risk which is significantly different from the expected pattern for the hierarchy and that which is known locally may be assigned a different frequency of inspection than shown in Table 1.

Works orders to rectify safety defects must be appropriately referenced to the highway network with coordinates and linked to inspection records. A sufficiently detailed audit trail recording the process from identifying defects to the completion of the works should be created. For Category 1 defects, the time that the defect was observed must be recorded together with the time that the defect was made safe. For Category 2 defects,

as a minimum, the date that the defect was observed must be recorded together with the date that the defect was made safe; where no time is recorded it will be assumed that time was 23:59 on the day of inspection.

The standards and specification of the defect repair will be as detailed in the Council highway maintenance contract document in use at the time the defect is found.

Where a defect has been notified to a third party, the information communicated about the defect should be retained and where required, a further inspection arranged to confirm that timely remedial action has been taken in accordance with the response that would be set out in this policy.

Table 7. Permissible methods of inspection

	Mode		
	Vehicle	**Cycle**	**On foot**
Carriageways	✓		✓1
Footways			
Primary Walking Route			✓
Secondary Walking Route			✓
Link Footway	✓2		✓
Local Access	✓2		✓
Minor Footway	✓2		✓
Cycleways			
Cycle Lane	✓	✓	✓1
Cycle Path	✓1	✓	✓
Cycle Trial		✓	✓

Notes:

1 – Only permitted where the inspected surface can be clearly viewed and is not obscured by hedges, parked cars etc.

2 – On rural footways, safety inspections should be done from a vehicle with only the occasional need to proceed on foot. On urban footways, safety inspection from a vehicle may not be possible and may need to be conducted on foot.

7 SAFETY INSPECTIONS – SPECIFIC INSTRUCTIONS

CARRIAGEWAYS	
1	Edge deterioration on rural unkerbed roads within 250mm of the original road edge and 50mm deep or less are not considered to be a safety defect and safety related action is not required.
2	Road sections where there is clear evidence of extensive rutting, poor cross-sectional profile, poor longitudinal profile (unevenness), or smooth/polished areas, must be reported to the Local Highway Manager.
3	Some areas of carriageway are designed for use by pedestrians. In these cases, the investigatory criteria for footways will also apply. Such areas include: • Formal pedestrian crossings • Carriageways that act as pedestrianised areas. These are typically closed to vehicles at certain times of the day.
4	For carriageways that form part of the signed cycle route, the investigatory criteria for cycleways will only apply in such areas where a cycle lane exists.
FOOTWAYS AND CYCLEWAYS	
5	Non highway trenches with potholes greater than 20mm deep or abrupt differences in level greater than 20mm, when measured vertically, shall be recorded and notified to the appropriate service company, responsible body, or private owner. If the defect is such that a Category 1 response would be required, immediate arrangements should be made to make safe.
6	Flagged and modular footways have been assessed as presenting a higher risk than other types of footway. Such risks are attributed to disruption of the surface from underneath (e.g. tree roots) or from above (e.g. vehicle overrun). Where there is a significant risk of disruption to the surface, the footway should be inspected at a frequency in accordance with the next more frequent level above as set out in Table 1 to reduce risk; for example a Local Access Footway with a significant risk of disruption of the surface should be inspected every 6 months.

	Recent inspection records and claims history can be used to determine the risk of disruption to the surface.
7	It is not reasonably required to physically check every paving unit for rocking movement. However, the inspector must check obvious moving units which may be displaced or show other signs of disturbance.
IRONWORK	
8	For defects in non-highway service furniture, these should be recorded and notified to the appropriate service company (via the Street Works Team), the responsible body, or private owner. For fire hydrants refer to the Fire & Rescue Service.
9	Defects on or immediately around fire hydrants shall be referred to the Fire & Rescue Service.
10	Ironwork in the highway will only be subject to a visual inspection to ensure that it is seated correctly and the cover is intact.
11	All ironwork with a difference in level with the road should be dealt with in accordance with type of asset it is positioned within i.e. carriageway, footway or cycle route.
KERBS	
12	Kerbs will be inspected as part of the footway inspection when the footway is present. Where a footway is not present, the kerb will be inspected as part of the carriageway inspection.
13	Where there is a footway immediately adjacent and significant crossing movements would be expected, the response times shall be aligned with the guidance for Footways.
14	Where there is no footway immediately adjacent and kerbs are damaged or missing, a risk assessment will be undertaken by the Inspector to determine the scale of works and response time required

STREET LIGHTING	
15	Damaged, leaning or collapsed columns, and exposed wiring, missing or open doors, or hanging lanterns that are assessed to expose highway users to high risk must be reported immediately by telephone to the Street Lighting Team.
TRAFFIC SIGNALS	
16	All defects must be reported immediately by telephone to the Traffic Signals Team who will then arrange for the necessary repairs.
17	Defects are to be considered as Category 1 defects and made safe by erecting suitable temporary warning signs as soon as practicable.
BRIDGES AND RETAINING WALLS	
18	All unstable masonry or brickwork observed in any structures adjacent to the highway must be reported immediately by telephone to the Structures Team.
HIGHWAY DRAINAGE: FLOODING AND BLOCKAGES	
19	Blocked drainage systems must be investigated within 7 days if a significant seepage of water across the carriageway occurs. On the defined network of roads for winter maintenance, such seepage can result in the loss of any salt applied and rapidly lead to a significant build up of ice. Seepage also significantly increases the risk of aquaplaning and wet skid accidents.
20	Flooding defects on Strategic Routes, Main Distributor and Secondary Distributor road that are caused by blockages and silt accumulation must be treated as Category 1 and made safe by the provision of warning signs. Arrangements should be made to clear the blockage or siltation within 7 days. Flooding defects on other roads that are caused by blockages and silt accumulation should be treated following a risk assessment by a Local Highways Technician. Where required, arrangements should be made to clear the blockage and siltation within 28 days.
21	Advice must be sought from the Drainage Team on all privately-owned ditches used to carry the highway water, which become blocked or silted up.

VERGES, TREES AND HEDGES	
22	Injurious weeds growing on highways which could cause danger to humans, such as giant hogweed, should be treated by suitably qualified personnel.
23	Highway safety inspections should include highway trees, including those outside, but within falling distance of the highway. Inspectors should take note of any encroachment or obstruction to visibility caused by highways trees. Any obvious damage, ill health (such as ash dieback) or trip hazards should also be noted.
24	If there is an immediate risk of harm to network users due to tree causing an obstruction on the highway, it shall be treated as a category 1 defect and the Arboricultural Officer shall be consulted for advice. In other instances, work required on trees adjacent to the highway should be referred to the landowner and action taken to remedy the situation agreed.
25	For defects on trees adjacent to the highway, these should be recorded and notified to the land owner.
ROAD RESTRAINTS	
26	On all roads the site should be made safe within 24 hours of damage being notified or observed, by the provision of suitable warning signs. The provision of temporary barriers or lane closures should be considered where a Local Highways Technician has carried out a risk assessment exercise which indicated a significant risk to road users.
EMBANKMENTS AND CUTTINGS	
27	The Local Highways Technicians shall carry out an on-site risk assessment to determine an appropriate response to failures.
HIGHWAY OBSTRUCTIONS	
28	Accident debris, slurry, mud deposits, oil spillages and the like on Strategic, Main and Secondary Distributor Roads that are considered by an Inspector to pose a significant risk to network users, shall be treated as a Category 1 defect and must be made safe by the provision of warning signs and/or cleansing.

	On all other roads, The Local Highways Technicians shall carry out an on-site risk assessment to determine an appropriate response to these defects.
29	For defects where the cause of the risk is not the responsibility of highway authority, these should be recorded and notified to the appropriate service company (via the Street Works Team), the responsible body, or private owner for action within 7 days.
30	All fuel and chemical spillages should be dealt with following consultation with the emergency services. In the event of advice being delayed from the emergency services, the site must be immediately made safe by the erection of appropriate signs, and in extreme cases, by emergency road closures.
31	Cables trailing across the footway are prohibited, even if a protection system is used and should be treated as a hazard.
SIGNS: FACE/STRUCTURE/FIXINGS	
32	The response requirements for strategic routes, main distributor and secondary distributor roads extend to signs on adjoining roads at the approaches to these routes.
33	Defects affecting the legibility of important warning signs and regulatory signs or other defect to signs and bollards presenting a high risk of harm to highway users should be managed as follows: On strategic routes, main distributor and secondary distributor roads defects should be treated as Category 1 and permanently repaired within 7 days. On other roads, defects should be treated as Category 2H and permanently repaired within 28 days.
34	Defects on other road signs including posts and fittings that are missing, damaged, obscured or pointing the wrong way, should be treated as Category 2L and, where possible, repaired within 3 months. The Traffic Team may be consulted to ensure that the sign is not redundant.

35	Lamp failures and lamps illuminated during the day should be reported to the Street Lighting Team.
36	Illuminated stop signs with lamp failure or any exposed wiring should be reported to the Street Lighting Team immediately by telephone.
ROAD STUDS	
37	Missing, loose or badly damaged casings for road studs are treated as Category 1 and replaced in the next available programme.
38	Low or high cats-eye casings, damaged cats-eye rubbers, damaged or missing stick-on road studs are to be treated as Category 2L.
ROAD MARKINGS	
39	On Strategic Routes, Main Distributor and Secondary Distributor roads, markings should be replaced within three months and during the next available programme for all other roads when more than 50% of road markings are: • missing or worn away • obscured • visible by day, but not reflective at night On all roads, markings should be replaced within 3 months when 50% of Stop and Give Way markings are missing or worn away. The Local Highways Technician may consider erecting warning signs following a risk assessment of the site. Longitudinal road markings should normally be assessed over a 300m length. In the case of double white line systems or approaches to junctions, a 50m section should be used instead.

8 ROLES AND COMPETENCIES

This document references a number of roles which are required to operate the safety inspection system. In a dynamic organisation, roles and titles can change; therefore, the following generic descriptions of roles are defined which will be identifiable within the current organisational structure. An individual may undertake more than one of these roles.

Role	Description
Inspector	A person who is sufficiently competent to undertake inspections and assess risk in accordance with the requirements of this manual.
Supervisor	A person who directly manages the task of safety inspections and is responsible for ensuring that the inspections are completed according to the required schedule and to the requirements of this manual. A Supervisor will be expected to be able to undertake the role of an Inspector.
Local Highway Manager	A person who is responsible for highways maintenance on a defined part of the network.
Highway Technician	A person who is able to assess risk and priorities on behalf of the Council using technical knowledge of highways maintenance; typically, a Highway Technician reports to the Local Highways Manager. A Highway Technician will be expected to be able to undertake the role of an Inspector.
Highway Inspections Manager	A person responsible for the planning and operation of highway safety inspections.
Highway Asset Manager	A person who is able to confidently provide advice on how to implement Council policy and strategy.
Traffic Team	Persons in this team have responsibility for implementing road safety and other traffic management features.
Street Lighting Team	Persons in this team have responsibility for the operation and maintenance of the Council's street lighting assets.

Traffic Signals Team	Persons in this team have responsibility for the operation and maintenance of the Council's traffic signal assets.
Structures Team	Persons in this team have responsibility for the operation and maintenance of the Council's bridges and retaining walls.
Drainage Team	Persons in this team are able to assess risk and priorities on behalf of the Council using technical knowledge of highway drainage.
Street Works Team	Persons in this team act liaise directly with statutory undertakers on behalf of the Council.
Natural Environment Team	Persons in this team are able to assess risk and priorities on behalf of the Council using technical knowledge of environmental issues.
Bridge Engineer	Person who is responsible for assessing risk and priorities on highway structures on behalf of the Council.
Arboricultural Officer	Person who is able to assess risk and priorities on behalf of the Council using technical knowledge of arboriculture.

The sufficiently competent Inspector should be registered on the National Register of Highway Inspectors. For new Inspectors, they will be closely mentored by the Supervisor and a personal development plan will be in place to ensure that they are registered within 12 months of starting the role.

Competency for this manual shall be defined by the core competencies set out in the UKRLG Highway Inspector Competency Framework (2019).