



HIGHWAYS SAFETY INSPECTION MANUAL

Annex B

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1 INTRODUCTION

1.1 Highway Safety Inspections

This Highway Safety Inspection Manual supersedes all previous versions issued by the City of York Council (the Council), for details see version control information above. The manual sets out the standards and provides guidance on the Council's approach to highway safety inspection on the City of York's highways network.

Highway safety inspections are designed to identify all defects likely to create danger or serious inconvenience to users of the network or the wider community. In order to keep the highways in a safe condition we regularly inspect the City of York highway network. The highway inspections support the Council's 'duty to maintain highways maintainable highway at public expense', as prescribed by Section 41 of the Highways Act 1980. Applied in a structured manner as part of an ongoing regime, the inspections also provides the Council with a defence against action pertaining to alleged failure to maintain on grounds that the authority has taken such care as in all the circumstances was reasonably required to secure that the part of the highway in question was not dangerous for traffic, as prescribed by Section 58 of the Highways Act 1980.

1.2 Reference Documents

See Figure 1 (Relevant Documents) overleaf.

The manual has been prepared by direct reference to the following documents:

- (1) Highways Act 1980.
- (2) Well Managed Highway Infrastructure: A Code of Practice (UKRLG 2016) (The Code), and all documents referred to therein (the Code).
- (3) Well Managed Highway Liability and Risk Guidance (IHE 2017), and all documents referred to therein.

The code recommends that:

This Code, in conjunction with the UKRLG Highway Infrastructure Asset Management Guidance, should be used as the starting point against which to develop, review and formally approve highway infrastructure maintenance policy and to identify and formally approve the nature and extent of any variations. [HIAMG recommendation 1]

1.3 Inspection Manual Audits and Ongoing Maintenance

1.3.1 Audits

To ensure consistency in highway safety inspections and customer enquiries, an annual audit by the senior officer will be carried out. This will cross-check uniformity in the type of defects that are being raised and the way they are reported between the highway inspectors. Upon completion of the audit an output report will be provided.

The Council will also carry out a periodic “Inspections Workshop” where the highway inspectors will go through a set of images collected over the previous years and work together through their assessment with the aim of achieving a common approach to risk rating.

1.3.2 Change Management

The Highways Asset Manager will periodically liaise with Councils planning team to assess any future changes to the network especially with regards to third party developments. This will in turn inform the need to change network hierarchies and inspection regimes once the highway becomes adopted.

Any changes to the network affecting its hierarchy and inspection regimes set in this document will be carried out when private highway is adopted. This document will be checked (and amended as appropriate) on an annual basis.

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Figure 1 - Relevant Documents

York - Leadership & Organisation



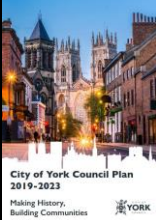
- Deliver York Central Enterprise Zone
- Deliver High Speed Hub
- Deliver a Local Plan that Supports a High Value Economy
- Investment

West Yorkshire Local Transport Plan




- Economy – to improve connectivity and grown in the West Yorkshire Region.
- Low Carbon – to make progress towards low carbon sustainable transport system Yorkshire region.
- Quality of Life – to enhance the quality of life in West Yorkshire.

York – City of York Council Plan (2019 – 2023)



- Good health and wellbeing
- Well paid jobs and an inclusive economy
- Getting around sustainably
- A better start for children and young people
- A greener and cleaner city
- Creating homes and world-class infrastructure
- Safe communities and culture for all an open and effective council

West Yorkshire Asset Management Framework



- Meet our statutory duty of maintaining the network.
- Maintain the highway network in an efficient manner as possible.
- Meet the requirements of local businesses and the public.

York – Highway Infrastructure Asset Management Policy



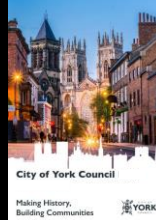
- Adoption of relevant UK Codes & good industry practice guidance.
- Development of annual highway repair and renewal programmes
- Partnership working with other Councils through the Yorkshire Alliance
- Support ward highway repair and renewal programmes

West Yorkshire Transport Asset Management Plan (TAMP)



- Meet our statutory duty of maintaining the network.
- Maintain the highway network in an efficient manner as possible.
- Meet the requirements of local businesses and the public.

York – Highway Infrastructure Asset Management Strategy



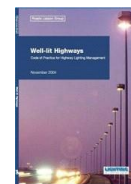
- Maintaining network condition
- Benchmarking service levels
- Ensuring network safety
- Improving KPIs
- Reductions in potholes
- Reduction in liability claims (red)

National Codes of Practice

Highways




Lighting



Structures



York – Highway Asset Management Framework



- Highway Infrastructure Asset Management Plan (HIAMP)
- **Highway Safety Inspection Manual**
- Street Lighting documents
- Drainage documents
- Structures documents

Highway Maintenance Efficiency Programme

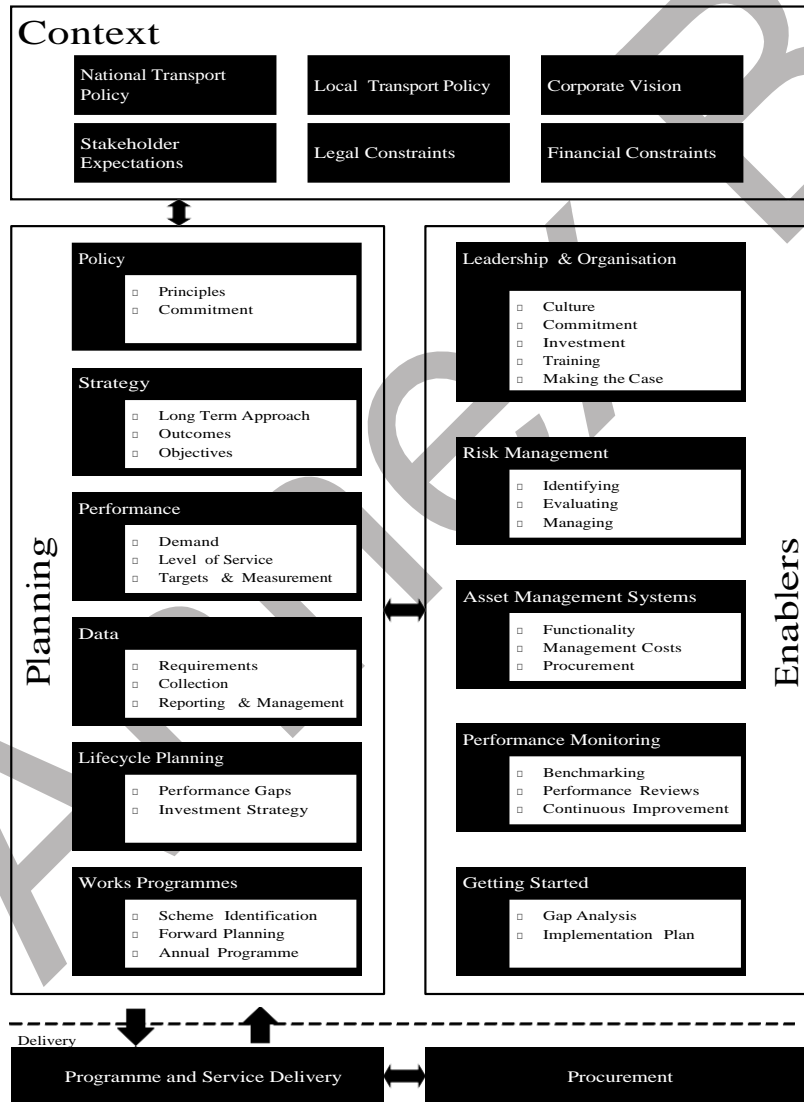
2 HIGHWAY SAFETY INSPECTIONS - REGIME

2.1 Highways Asset Management Framework

An Asset Management Framework should be developed and endorsed by senior decision makers. All activities outlined in the Framework should be documented. [HIAMG recommendation 2]

The Councils highways asset management framework is outlined in the table below.

Figure 2 - Highways Asset Management Framework



2.2 Network Hierarchy

2.2.1 Recommendation

The Code makes the following recommendation, -

A network hierarchy, or a series of related hierarchies, should be defined which include all elements of the highway network, including carriageways, footways, cycle routes, structures, lighting and rights of way. The hierarchy should take into account current and expected use, resilience, and local economic and social factors such as industry, schools, hospitals and similar, as well as the desirability of continuity and of a consistent approach for walking and cycling.

Ref: Recommendation 12 Network Hierarchy - Well Managed Highway Infrastructure: A Code of Practice (UKRLG 2016) (The Code), and all documents referred to therein.

2.2.2 Hierarchy Determination

A full network hierarchy has been determined by assigning a network category to each road section length. The assessment has been carried out by application of a desk-top review using available data. There are five (5) network categories as described in table 1 (Network Categories) below.

Table 1 – Network Categories

Network Category	Description
A	Prestige
B	Very high
C	High
D	Medium
E	Low

Network category 'A' (Prestige) is reserved for high-impact or high-profile elements of the highway network.

Network categories 'B' to 'E' are (were) allotted by assessment and review of each road section against the following features. The network features are as described in table 2 (Network Features) below.

Table 2 - Network Features

Network Feature	Descriptions
Traffic Volume	Road category and traffic flow data
Traffic generators	City Centre, Schools, railway stations, industrial estates
Cyclists	Cycle route traffic flow and type (eg, on road, not on road)
Buses	Bus route information and buses on road per hour
Risk	Historical insurance claim risk
Other uses	Events, GP surgeries, hospitals, etc.,

The network categories and features combined with the descriptions as applied to the full network hierarchy assessment has been formalised in table 4 (Network Hierarchy) on page 7 below.

2.2.3 Sample assessment

The network category assigned to ‘Lord Mayors Walk, Guildhall’ was determined by desktop identification and assessment of each network feature as described in table 3 (Sample Assessment) below.

Table 3 – Sample Assessment

Network Feature	Descriptions	Network Category (Determined)
Road Section Length = Lord Mayors Walk, Guildhall		
Traffic Volume	A road = very high traffic use	B
Traffic generators	Town Centre	B
Cyclists	Cycle route on road	C
Buses	No buses (or very low bus use)	E
Risk	No insurance risks identified	E
Other uses	GP surgery	D

Assessment (‘Lord Mayors Walk, Guildhall’)

Network Feature = Traffic Generator = Busy City Centre

Network Category = Guildhall = Very High = B

The highest network category determined by the assessment is ‘B’ this road section length is therefore defined as a ‘B’.

2.2.4 Continuous Improvement

The network categories assigned by the first assessment is not definitive, this is a living assessment that should be updated continuously based on stakeholder recommendation and network functional change of use & new developments.

If any member of the highway asset management team identifies a road that requires an enhanced level of inspection on a temporary or permanent basis then the road will be re-categorised accordingly.

In addition to ongoing updates the Council will use available data and reports to review the network categories applicable to each road section length on an annual basis.

Table 4 – Network Hierarchy

Criteria		Description	Network Category
Prestige Network	Prestige	DfT / Highways England, Primary road, local high impact or high-profile locations	A
Traffic volume	Very high	'A' road or need based on local knowledge, pedestrian movement	B
Traffic generators		School ≥ 1500 pupils, City / town centre, Railway stations $>9m$ passengers p.a.	
Cyclists		If 'high traffic' and a dedicated cycle lane exists	
Buses		Buses ≥ 50 per hour	
Risk		Based on local knowledge (eg, City Walls)	
Other uses		Essential service - based on local knowledge	
Traffic volume		High	
Traffic generators	School $\geq 500 \leq 1499$ pupils, railway stations $\geq 4 \leq 9m$ passengers p.a., district centres		
Cyclists	Based on local knowledge		
Buses	Buses $\geq 15 \leq 50$ per hour		
Risk	Settled / open compensation claims ≥ 5 p.a.		
Other uses	Event venues		
Traffic volume	Medium		Based on local knowledge
Traffic generators		School ≤ 500 , Railway stations $<4m$ passengers p.a., Strategic industrial areas (HGV use), Place of worship	
Cyclists		National cycle network	
Buses		Buses <15 per hour	
Historic risk		Settled / open compensation claims <5 p.a.	
Other uses		Vulnerable users - Care home, GP surgery, etc.,	
Traffic volume		Low	Based on local knowledge
Traffic generators	None identified		
Cyclists	Not a defined cycle network		
Buses	Not on a bus route		
Historic risk	No evidence of compensation claims		
Other uses	None identified		

2.3 Safety Inspection Frequency

2.3.1 Recommendation

The Code makes the following recommendation, -

A risk-based inspection regime, including regular safety inspections, should be developed and implemented for all highway assets.

Ref: Recommendation 16 Inspections - Well Managed Highway Infrastructure: A Code of Practice (UKRLG 2016) (The Code), and all documents referred to therein.

2.3.2 Inspection Frequency

The Council has defined a safety inspection frequency applicable to each network category as described in table 5 (Inspection Frequency) below.

Table 5 – Inspection Frequency

Network Category	Description*	Inspection Frequency	Inspections per annum**		
A	Primary / Prestige	Bi-monthly	24	12	(driven)
				12	(walked)
B	Very high use	Monthly	12	4	(driven)
				8	(walked)
C	High use	Quarterly	4	4	(walked)
D	Medium use	Bi-yearly	2	2	(walked)
E	Low use	Yearly	1	1	(walked)

* For a detailed description see table 4 (Network Hierarchy) above.

** Routes that cannot be accessed on foot (walked) should be driven at the same inspection frequencies.

2.3.3 Enhanced Inspection Frequencies

The Council may programme enhanced safety inspection frequencies in response to any one of the following:

- (a) Reports or complaints from network stakeholders (eg, the emergency services and other organisations);
- (b) Community concern, namely reports or complaints from members of the public;
- (c) Post-adverse weather conditions;
- (d) Pre- winter service inspection on already defined gritting routes;
- (e) Temporary diversion routes (especially bus routes);
- (f) Minor network incidents.

Enhanced inspections will be recorded by temporarily changing the network category defined by application of the assessment described in section 2.2 (Network Hierarchy).

2.3.4 Continuous Improvement

The inspection frequency assigned to each network category has been established by the Council asset management team. Adjustments made to the inspection frequency of individual road section lengths will be by changing its applicable network feature level and category – section 2.2 (Network Hierarchy).

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2.4 Defect Investigatory Levels

The Code makes the following recommendation, -

An asset condition survey regime based on asset management needs and any statutory reporting requirements should be developed and implemented.

Ref: Recommendation 17 Condition Surveys - Well Managed Highway Infrastructure: A Code of Practice (UKRLG 2016) (The Code), and all documents referred to therein.

2.4.1 Investigatory Levels

The Council has established and recorded investigatory levels for highway safety inspections. The investigatory levels are described in table 6 (Investigatory Levels) below.

The ‘investigatory level’ is not an intervention level. The term ‘investigatory level’ has been used deliberately to remove any expectation that a repair (intervention) will automatically take place when an investigatory level has been reached.





If an inspection reveals that investigatory levels have been reached or exceeded a risk assessment will be carried out to determine the likely risk (for details, see section 3.2 (Inspection Procedure). If the requirement for a repair (intervention) is determined the highway inspector will instruct the works by assigning the appropriate priority and response / repair time (for details, see section 3.3 (Defect Priority and Response).





2.4.2 Continuous Improvement





The investigatory levels assigned to each safety inspection asset type as described in table 6 (Investigatory Levels) have been established by the Council. The review and assessment carried out by the Council to establish the levels has been recorded in a separate document – see document reference: City of York, Highway Investigatory Levels.




Adjustments made to the investigatory levels will be reviewed updated on a biennial basis. A formal record of each review will be recorded by update of the City of York, Highway Investigatory Levels document.



Table 6 – Investigatory Levels

Item		Description	Defect	Investigatory Level
1		Carriageway	Potholes or loss of surface.	≥40mm vertical face depth; and ≥200mm across in any horizontal direction.
2			Misaligned ironworks > Manholes / Access Covers; > Catch-pit Covers; > Gullies; > Kerb outlet; > Utilities covers and frames.	≥40mm misalignment in the vertical face.
3		Carriageway > Cycle lanes; > Pedestrian crossing points.	Potholes or loss of surface.	≥20mm vertical face depth; and ≥200mm across in any horizontal direction.
4			Misaligned ironworks > Manholes / Access Covers; > Catch-pit Covers; > Gullies; > Kerb outlet; > Utilities covers and frames.	≥20mm misalignment in the vertical face.

Item		Description	Defect	Investigatory Level
5		Modular footway / footpath.	Misaligned or rocking flags, slabs or ironworks.	≥20mm misalignment in the vertical face.
6		Bituminous footway / footpath.	(a) Potholes or loss of surface. (b) Misalignment of surface or ironworks. (c) Cracks.	(a) & (b) ≥20mm misalignment in the vertical face. (c) ≥20mm vertical face depth and ≥50mm across in any horizontal direction.
7		Kerbs.	Dislodged or misaligned kerbs.	≥40mm vertical face depth and ≥40mm across in any horizontal direction.
8		Kerbs > Cycle lanes; > Pedestrian crossing points.	Dislodged or misaligned kerbs.	≥20mm vertical face depth and ≥20mm across in any horizontal direction.

Item		Description	Defect	Investigatory Level
9		Soft Verge	Sunken area adjacent to and running parallel with carriageway or footway edge. Illegal placement of parking preventions.	Defect present.
10		Flooding or standing water.	Standing or running water.	Highway obstructed by water.
11		Safety fencing and barriers includes: > Fences and barriers; > Pedestrian guardrails; > Safety fencing; > Boundary walls and fences.	Missing, damaged, unstable, or misaligned.	Defect present.
12		Road markings.	Missing, faded or worn markings.	Road safety issue determined by inspection.

Item		Description	Defect	Investigatory Level
13		Trees and vegetation.	Unstable tree causing danger of collapse onto highway. Overhanging tree leading to loss of height clearance over carriageway, footway or cycle way. Less than 2.1m over footways, 2.4m over cycle ways, >5.1m over carriageways. Tree roots causing damage to pavement (highway, footway or footpath).	Defect present.
14		Electrical / illuminated apparatus > illuminated signs, bollards & beacons; > Lighting columns and wall mountings > Traffic & pedestrian signals; > All other electrical.	Missing, damaged or misaligned. Lights or signal not operating as intended. Signal head pointing the wrong way. Exposed wiring or damage. Missing door to lamp column. Obscured/ dirty/faded.	Defect present
15		Signs & bollards (non-illuminated)	Missing, damaged or misaligned. Obscured, dirty or faded.	Defect present

Item		Description	Defect	Investigatory Level
16		<p>Bridge under, Bridge over, Subway, Embankment / Cutting, Retaining Wall.</p> <p>Note; this includes historic monuments and City walls.</p>	<p>Bridge strike, damaged parapet, abutment settlement, expansion joint failure, cracking, bulging, slip hazards.</p>	<p>Defect present.</p>
17		<p>Other issue that represent a danger on the highway.</p>	<p>Obstructions, hazards, sight-line obscuration, missing or damaged</p> <ul style="list-style-type: none"> > street furniture; > Scaffolding, skips, building materials causing a hazard; > abandoned vehicles. 	<p>Defect present.</p>

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3 HIGHWAY SAFETY INSPECTIONS – PROCESS & PROCEDURE

3.1 Inspection Process

The Code makes the following recommendation, -

A risk-based approach should be adopted for all aspects of highway infrastructure maintenance, including setting levels of service, inspections, responses, resilience, priorities and programmes.

Ref: Recommendation 7 Risk Based Approach - Well Managed Highway Infrastructure: A Code of Practice (UKRLG 2016) (The Code), and all documents referred to therein.

3.1.1 Decision Process

The Council has a Risk Management Policy and Strategy & supporting Risk Management Guide. The decision process applied by the Council's policy and strategy, and guidance is as outlined in figure 3 below.

Figure 3 – Risk Decision Process



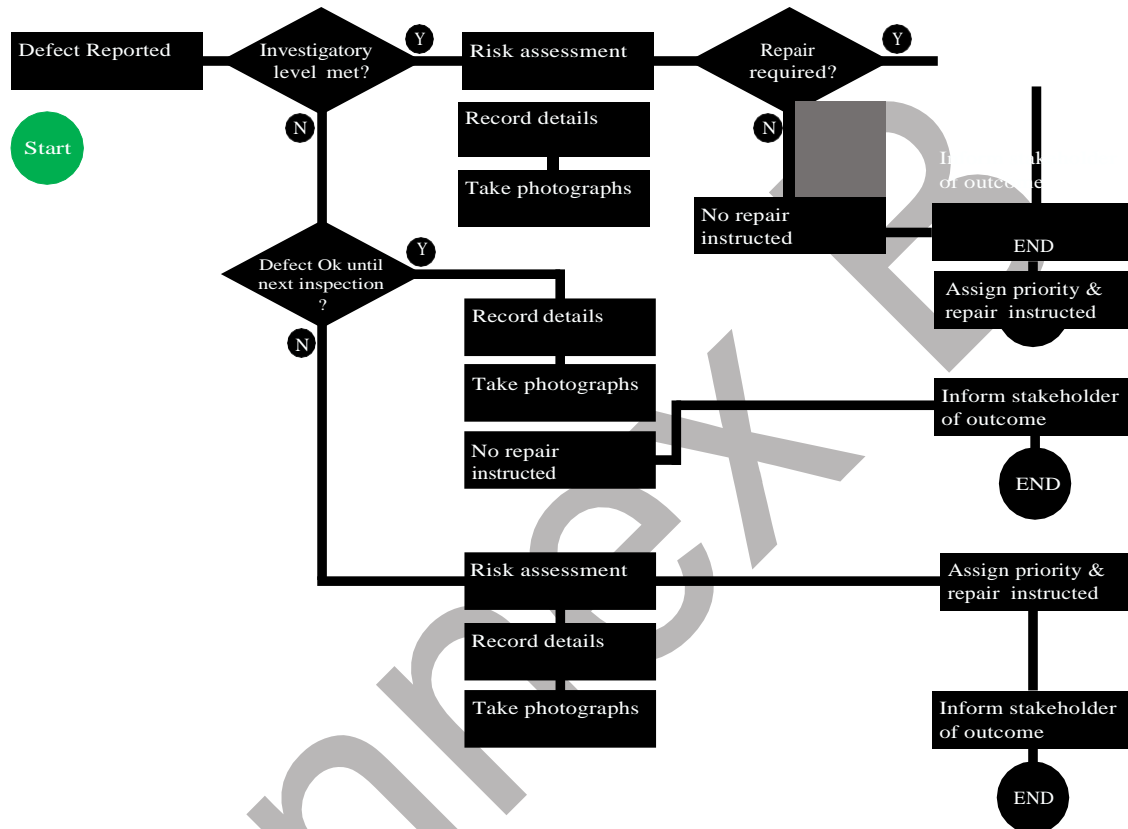
This process is applied to the highways safety inspection procedure described below.

3.2 Inspection Procedure

3.2.1 Third Party Defect Reports

When a defect is reported by a third party (example, a member of the public) the highway inspector will follow the process described in the flow chart below.

Figure 4 – Defect Decision Procedure (Third Party Report)

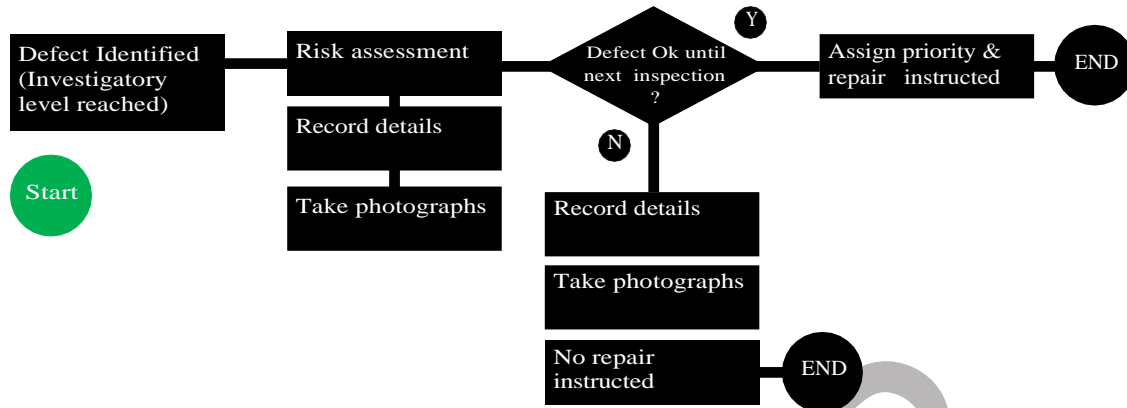


Note; For all reported defect events the highway inspector will record the inspection details and take photographs.

3.2.2 Safety Inspection Defect Reports

When a defect is identified by a highway inspector during a safety inspection the highway inspector will follow the process described in the flow chart below.

Figure 5 – Safety Inspection Defect Decision Procedure



Note; For all identified defect events the highway inspector will record the inspection details and take photographs.

3.2.3 Risk Assessment

The risk assessment will assess the likelihood and consequence of an event occurrence by application of the qualitative evaluation matrix detailed in figure 6 below. This approach will allow the defect identified to be analysed in a systematic manner to highlight which risks are the most severe and which are unacceptably high.

The overall risk is assessed and then quantified by calculation, the formula being Risk = Likelihood x Consequence. The score applied to each assessment criteria is determined by reference to the qualitative evaluation matrix detailed in figures 6 below.

3.2.4 Insurance Claims

When defects that may result in, or are in response to, an insurance claim the inspector shall report the details to the Council officer responsible for insurance claims.

3.2.5 Sample Risk Assessment

Please reference figure 6 below.

A sample risk assessment has been included below, -

Scenario = A collapsed gulley cover is reported by a third party. When located it is found that the collapsed gulley cover is in the carriageway verge area on an open road and it represents a risk to road users, especially cyclists.

Likelihood = The event has already happened so the event has already happened; likelihood of the issue having an impact on a network user is therefore very high (score = 5).

Consequence = The event could cause a road traffic accident if left unattended, consequence is there for very high (score = 5).

The calculation is shown below,-

$$\begin{array}{lclcl} \text{Risk} = & \text{Likelihood} & \times & \text{Consequence} & \\ & \text{Already happened} & \times & \text{Road traffic} & \\ & & & \text{accident} & \\ & \text{Very high (5)} & \times & \text{Very high (5)} & = (25) \end{array}$$

The collapsed gulley cover scenario has scored twenty-five (25) which makes it a red event by reference to the qualitative evaluation matrix detailed in figure 6 below. In turn, by reference to the priority codes detailed in figure 6 below a red event has been defined as being a priority 'P1', Emergency Fault with a two (2) Hour response requirement.

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Figure 6 - Qualitative Evaluation Matrix

1	2	3	4	5
2	4	6	8	10
3	6	9	12	15
4	8	12	16	20
5	10	15	20	25

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Note; For priority P3 to P4 the highway inspectors will assess the situation on site and assign a priority code based on circumstances.

3.3 Defect Priority & Response

3.3.1 Recommendation

The Code makes the following recommendation, -

In developing priorities and programmes, consideration should be given to prioritising across asset groups as well as within them.

Ref: Recommendation 30 Cross Asset Priorities - Well Managed Highway Infrastructure: A Code of Practice (UKRLG 2016) (The Code), and all documents referred to therein.

3.3.2 Defect Priorities & Response Times

The Council has established and recorded defect priorities and response times for highway safety inspections. The recorded defect priorities and response times are detailed in table 7 (Defect Priorities) below.

Table 7 – Defect Priorities

Priority Code	Priority	Response /Repair Time*	Description	Prime Considerations
P1	Emergency (very high)	2 hours	Make safe	Dangerous and/or likely to cause major disruption. Normally a temporary repair. May need reassigned priority after temporary repair.
P2	Urgent (high)	24 hours	Make safe	Normally a temporary repair. May need reassigned priority after temporary repair. Street-works permit requirement.
P3	Non-urgent (high)	7 days	Permanent repair	Materials available or easy to procure. Street-works permit requirement.
P4	Non-urgent (high/medium)	14 days	Permanent repair	Additional time for allocation for materials procurement. Street-works permit requirement.
P5	Non-urgent (low)	28 days	Permanent repair	Additional time for allocation for materials procurement. Identified as a repair that may be co-ordinated with

				other works. Street-works permit requirement.
P6	Planned works (low)	n/a	n/a	Works normally programme for completion within 14 weeks. Street-works permit requirement.

* Note; days refers to all seven (7) days in the week not business days.

3.3.3 Defect Reporting

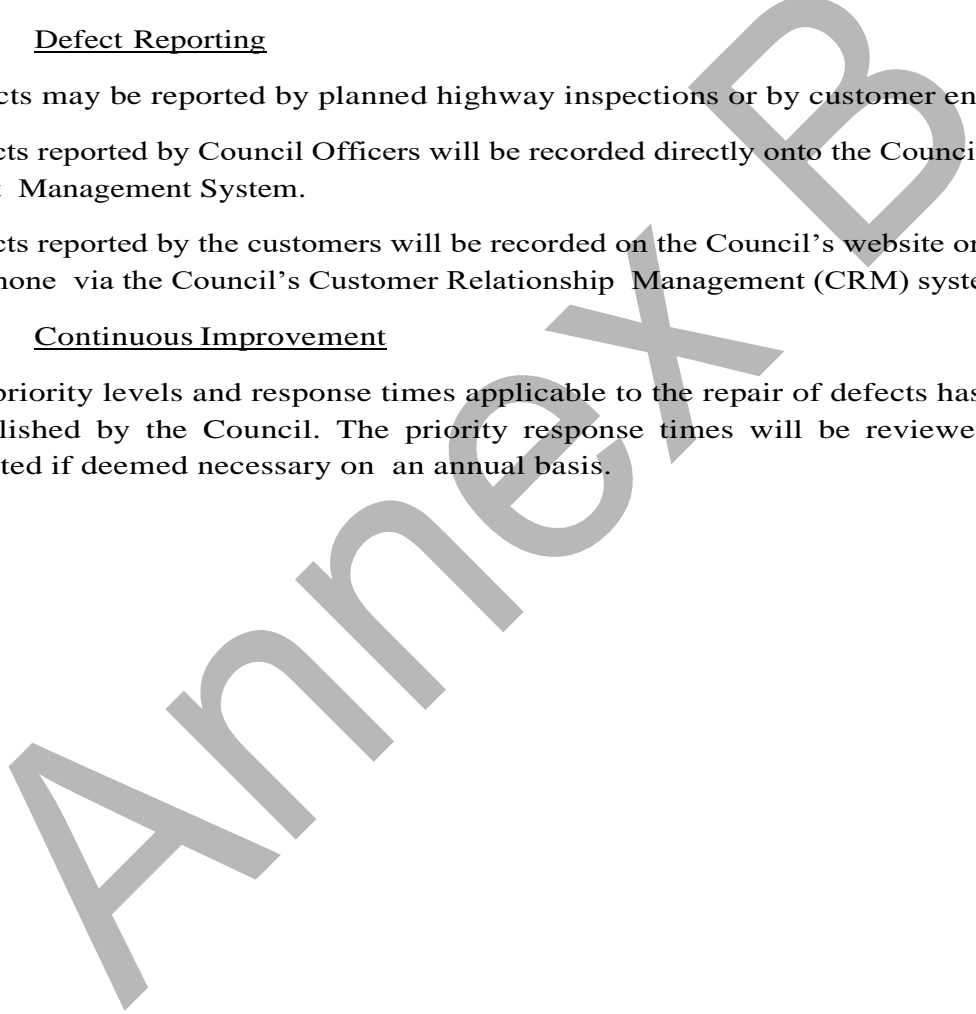
Defects may be reported by planned highway inspections or by customer enquiry.

Defects reported by Council Officers will be recorded directly onto the Council’s Asset Management System.

Defects reported by the customers will be recorded on the Council’s website or by telephone via the Council’s Customer Relationship Management (CRM) system.

3.3.4 Continuous Improvement

The priority levels and response times applicable to the repair of defects has been established by the Council. The priority response times will be reviewed and adjusted if deemed necessary on an annual basis.



4 HIGHWAY SAFETY INSPECTIONS - IMPLEMENTATION

4.1 Undertaking Inspections

4.1.1 Inspection Programme

Safety inspections will be programmed for each road section by reference to the Safety inspection frequencies described in section 2.3.2 (Inspection Frequency) and the last inspection date.

During bad weather such as snow days and heavy rainfall, inspection in accordance with the programme may not be possible. When this happens inspectors shall miss inspections.

If inspections are missed the Council will re-programme quarterly, bi-annual and annual inspections for completion as soon as is possible after the originally scheduled date. For bi-monthly & monthly inspections, missed inspections will form part of the following month's inspection.

4.1.2 Inspection Equipment

Each highway inspector will carry the following equipment when carrying out highway safety inspections, -

Personal Protective Equipment (PPE)	-	in accordance with Councils Health and Safety Policy
Traffic management equipment	-	
Communication	-	Mobile phone
Measurement	-	Tape measure, spirit level
Site markings	-	White spray paint, chalk or crayon
H&S	-	Point of work risk assessment template

4.1.3 Marking and Measurement

All defects should, where possible and safe to do so, be marked in white spray paint or crayon. The defects should wherever possible be marked as outlined below, -

Void to be filled	-	Mark inner perimeter
Excavation and reinstatement (small)	-	Mark rectangle around it
Excavation and reinstatement (large)	-	Mark corners
Modular paving		Repair = 'dot'
		Replace = 'cross'

Carriageway defects should only be marked and measured when safe to do so. On heavily trafficked roads or where there are poor sight lines or visibility highway inspectors should not attempt to mark and measure the defects. Instead a best estimate of size should be made without venturing into the carriageway. When

recording the defect, the description should clearly state that the measurements have been estimated.

Where possible and safe to do so the depth, height and area of a defect should be measured using a tape measure to allow an accurate measurement to be obtained.

4.1.4 Inspection Photographs

When a defect is identified photographs will be taken – each photograph will be referenced to the site, with its location and date of inspection. The photographs will be taken in a manner that provides enough information to highlight the scale of the defect and its location. Photographs of notable defects that are deemed to be low risk will also be taken.

4.1.5 Walked Inspections

Walked inspections will be undertaken as accurately as possible ensuring that the full length and all parts of the highway are inspected. If it is not possible to view the full area to be inspected by one walkthrough then the method of inspection should be to walk both sides of the highway.

If there are parked vehicles on the highway the highway inspector will take reasonable steps where appropriate to view the area around and under obstructed by the vehicle.

4.1.6 Driven Inspections

Driven inspections should be at a speed that allows any defects on the carriageway or, where appropriate, on the adjacent footway, to be seen. If it is not possible to view the full area to be inspected by one drive through, then the method of inspection should be to drive in both directions (where allowed) along the highway.

Driven inspections will be undertaken by two Council Officers, comprising of a driver responsible for driving the vehicle and a highway inspector responsible for the safety inspection. When a defect is observed then the vehicle will be stopped in a safe position to allow the highway inspector to measure and mark the defect.

4.1.7 Missed Inspections

If highway safety inspections are missed for reasons beyond the Councils control (for example, highway inspector absence or inclement weather) inspections will be re-programmed for completion within the first two weeks of the following month.

If highway safety inspections are missed the reason for missing the inspections will be recorded on the Councils system.

4.1.8 Defect Notification

Highway Defects (General), - When a defect is identified defect notes notifications will be raised on the Councils system using an electronic hand-held device. All the necessary fields on the defect notification sheet within the hand-held should be completed outlining the defect identified, its location, remedial work necessary. A

brief description of the defect identified should also be included in the respective field.

Roadwork Defects, - When a roadworks defect is identified and reported to the Council the procedure for raising roadworks defects will be applied. Section 2.2 (Inspection Procedure).

Section 72 (Materials, Workmanship, and Standard of Reinstatement) - When a statutory utility reinstatement defect is identified the defect will be raised on the Councils system using an electronic hand-held device. The Council will then further investigate the origin of the reinstatement so that any costs can be passed on to the utility undertaker.

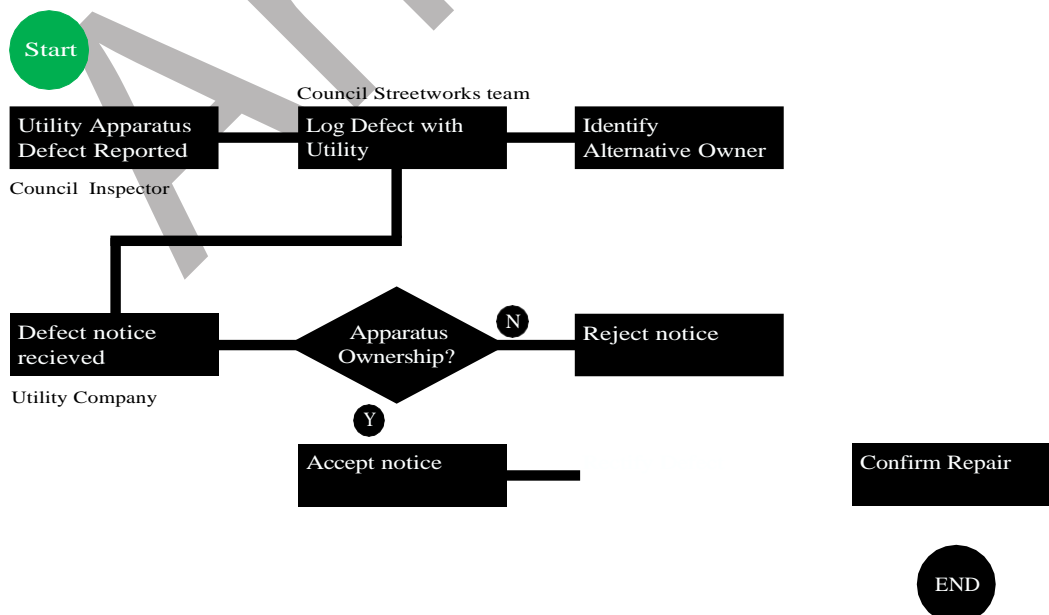
If the defect represents an immediate hazard, the highway inspector will also ensure that the site is made safe prior before leaving site. This may mean closing the highway or forms of traffic management. All costs incurred by the Council will be passed to the utility undertaker as set in NRSWA.

Third Party Identified Defects, - All external enquiries related to the highway network will be recorded on the Councils system and a highway safety inspection request will be issued to the relevant highway inspector. The highway inspector will treat the defect as a highways defect and apply the process described above.

If the third-party informant indicates that the defect may be a source of danger the Council will raise the issue as an emergency and ensure that a highway inspector attends site within two (2) hours of being informed. New Roads and

Streetworks Act of 1981 (NRSWA) Defects, - Section 81 (Duty to Maintain Apparatus) - When a statutory utility defect is identified by a highway inspector during a safety inspection the Council will follow the process described in the flow chart below.

Figure 7 – Streetworks Act of 1981 (NRSWA) Defects



If a utility rejects the notice on the grounds that the apparatus is not under their ownership then the Council will identify an alternative owner and repeat the process.

4.2 Apparatus Inspected

The highway assets included within highway safety inspections will include, but will not be limited to, the following:

Carriageways	Road Studs
Footways & footpaths	Non-illuminated traffic signs
Cycleways & cycle-paths	Bollards
Car Parks	Illuminated signs
Kerbs	Pedestrian crossing lights
Edgings	Lighting columns
Channels	Wall mounted street lighting
Verge	All other lighting units
Culverts	Fences and barriers
Highway Ditches	Pedestrian guardrails
Filter Drains	Safety fencing
Grips	Boundary walls and fences
Gullies	Hedges and Trees.
Piped grips and Kerb inlets	Potholes
Road markings	

The inspection will also cover other highway assets such as street furniture and third-party assets on the highway e.g. [scaffolding and skips].

4.3 Inspector Competency and Training

4.3.1 Recommendation

The Code makes the following recommendation, -

The appropriate competencies for all staff should be identified. Training should be provided where necessary for directly employed staff, and contractors should be required to provide evidence of the appropriate competencies of their staff.

Ref: Recommendation 15 Competencies and Training - Well Managed Highway Infrastructure: A Code of Practice (UKRLG 2016) (The Code), and all documents referred to therein.

4.3.2 Main Duties

The highway inspector is responsible for ensuring that the Council is meeting its statutory duties and complying with all relevant regulations for its highways network. Highway inspector duties include, but is not limited to, the following:

- Inspect and monitor the Council's highway network to ensure it is maintained in a safe and serviceable condition and take action for non-compliance under Highways Act;
- Inspect the integrity and structure of the Council's highway network, determine any appropriate remedial action that is required and raise task orders instructing the Council's contract to take action;
- Inspect and monitor our highway contractor's work on the public highway to ensure compliance with permit requirements and the Council's network management responsibilities;
- Inspect and monitor the Council's highway networks street trees for defects;
- Communicate effectively with Highways Traffic and Highways Improvement colleagues and stakeholders in the delivery of the service;
- Keep accurate records of inspections and update Highways records.

Provide advice on the Highways Maintenance Contractor and to service colleagues, elected members, internal departments and members of the public and ensure effective communication with all stakeholders.

4.3.3 Competencies & Training

The Council do ensure that all staff engaged in highway safety inspection works are suitably competent, experienced, and trained.

The Council employs a programme of Continuing Professional Development and training for all directly employed safety inspection staff. This will include:

- Formal and structured learning / classroom based with approved supplier;
- Learning from peers;
- Work experience;

- Periodic review and formal staff appraisals.

The Council maintain a record of all training and development for directly employed safety inspection staff.

Highway inspector competence is assessed in accordance with the ‘Highway Inspector Competence Framework- June 2019’ and placed on the Highways Inspector Register.

If the Council employ contractors to complete safety inspections the Council will ensure that they provide evidence of the appropriate competencies of their staff.

Annex B