



Department of Environment and Economy

COUNTY HIGHWAYS



Highway Maintenance Safety Inspections Manual



Produced for County Highways
by Network Management Group
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WARWICK

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HIGHWAY MAINTENANCE SAFETY INSPECTIONS

INTRODUCTION.

Safety Inspections are designed to identify those defects which are, or are likely to create, a danger to the public, and therefore require immediate or urgent attention. They shall normally be mobile inspections carried out from a slow moving vehicle, with the occasional need to proceed on foot, at frequencies which reflect the importance of a particular road.

Each Driven Safety Inspection shall be carried out in one direction on each road section; operational considerations will determine in which direction the inspection is made. Driven Safety Inspections shall be carried out at a speed of 20mph or less, appropriate to the location and the requirement to ensure accurate recording of defects. Where adjacent areas are not visible from the inspection vehicle, the inspectors shall carry out a Walked Inspection of those areas.

The inspections will be carried out by a two-man team. The inspections will be arranged to be carried out on a route basis for the A and B roads and on an area basis for the remainder of the network to be inspected.

The frequency of inspection will be

For carriageways

Road Class	Definition	Inspection frequency
A Roads	Strategic or Main Distributor Road	6 weeks
B Roads	Secondary Distributor Road	12 weeks
C Roads	Local Link Road	24 weeks
D Roads	Local Access Road	48 weeks

For footways, cycleways and pedestrian areas, the frequency of inspection will be determined from whether the feature is inspected as part of a driven inspection or as part of a walked inspection. The frequency as part of a driven inspection will be as above for carriageways. The frequency for a walked inspection will be four weeks.

Two levels of safety defect will be recorded.

Category 1 Defects.

These are defects which will be repaired or made safe by the inspection team immediately. If a full repair is not possible by the team, further action is to record the defect and request the Area Manager to organise appropriate repairs within 24 hours or 28 days.

Category 2 Defects

These are defects that are likely to become Category 1 defects before the next safety inspection is carried out on the same road section. These will be recorded and reported to the Area Manager to organise appropriate action within 28 days.

In addition, there will be rare occasions when defects are observed that are of an emergency nature, which cannot be left. These will be reported direct to the Area Manager, to instigate an immediate response. The Inspection Team is to take advice from the Area Manager as to any action to take depending upon the nature of the emergency.

The safety inspection will cover the following highway features

1. Carriageway running surface
2. Carriageway edge / verge
3. Footways, Cycleways and Pedestrian Areas
4. Kerbing
5. Ironwork
6. Drainage (Flooding)
7. Road Signs
8. Street lighting, Illuminated Bollards and Signs (including Traffic Lights)
9. Other

1. Carriageway Running Surface

Category 1 Defect. (C1.2)

(i) Pothole anywhere within the carriageway greater than 100mm in depth OR if in the wheel track, then greater than 50mm.

Action by Safety Team.

Make safe with temporary repair. Record as a Category 2 defect.
If temporary repair is not possible so as to leave safe, report as a Category 1 defect.

Category 2 Defect. (C2)

(i) Pothole anywhere within the carriageway other than the wheel track, between 50mm and 100mm in depth on roads where the use of the carriageway is such that the pothole can be considered unsafe.

Action by Safety Team.

Record as a Category 2 defect.

2. Carriageway Edge / Verge

Category 1 Defect. (C1.2)

(i) On unkerbed roads, a negative vertical face at the edge of the carriageway greater than 200mm in depth.

*(Note. Defects to the **structure** of the carriageway edge will be recorded under 1 Carriageway Running Surface above.)*

Action by Safety Team.

Make safe with temporary repair. If temporary repair is not possible so as to leave safe, report as a Category 1 defect.

Category 2 Defect. (C2)

No Category 2 defect.

3. Footways, Cycleways and Pedestrian Areas

Category 1 Defect. (C1.2)

- (i) On driven safety inspections, a pothole anywhere within the footway, cycleway or pedestrian area, greater than 75mm in depth.
- (ii) On walked or driven safety inspections, a missing slab / block / pavior anywhere within the footway, cycleway or pedestrian area.
- (iii) On walked safety inspections, loose or rocking slabs, a trip or pothole anywhere within the footway resulting in a difference in level of 20mm or greater.

Note. For the purposes of this defect category, differences in levels adjacent to kerbing will also be included as footway, cycleway or pedestrian area defects.

Action by Safety Team.

Make safe with temporary repair. Record as a Category 2 defect.
If temporary repair is not possible so as to leave safe, report as a Category 1 defect.

4. Kerbing

Category 1 Defect. (C1.2)

(i) Where kerbs have been displaced and are obstructing the carriageway or footway, or where they are so loose that they might fall onto the carriageway or footway.

Action by Safety Team.

Make safe by removing obstruction. Record as a Category 2 defect. If temporary repair is not possible so as to leave safe, report as a Category 1 defect.

Note. Where kerbs are adjacent to footways, differences in horizontal levels between kerbing and footway shall be recorded as Footway, Cycleway or Pedestrian Area defects.

Category 2 Defect. (C2)

(i) Where kerbs are missing or damaged so that they are unable to fulfil their purpose.

Action by Safety Team.

Record as a Category 2 defect.

Note. Where kerbs are adjacent to footways, differences in horizontal levels between kerbing and footway shall be recorded as Footway, Cycleway or Pedestrian Area defects.

5. Ironwork

Category 1 Defect. (C1.2)

(i) Missing or broken gulley grate, manhole cover or other service cover greater than 100mm (stop tap valve size) in carriageway, footway, cycleway pedestrian area or regularly maintained verge.

(ii) Any ironwork presenting a vertical face greater than 75mm in carriageway or 20mm in footway, cycleway or pedestrian area

Action by Safety Team.

Make safe with temporary repair. Record as a Category 2 defect.
If temporary repair is not possible so as to leave safe, report as a Category 1 defect.

Category 2 Defect . (C2)

(i) Any ironwork presenting a vertical face greater than 25mm in carriageway.

(ii) Missing stop tap cover in carriageway, footway, cycleway, pedestrian area or regularly maintained verge.

(iii) Any manhole cover or service cover in verge that requires resetting.

Action by Safety Team.

Record as a Category 2 defect.

6. Drainage (Flooding)

Category 1 Defect. (C1.2)

(i) Where flooding or standing water is observed on the highway likely to cause danger to the road user.

Action by Safety team

Make safe by removing obstruction or install temporary warning. Record as a Category 2 defect.

If removal of obstruction is not possible or it cannot be left so as to leave safe, report as a Category 1 defect.

Category 2 Defect. (C2)

No Category 2 defect.

7. Road Signs

Category 1 Defect. (C1.2)

(i) Where any sign that is damaged, in a state of collapse or an obstruction, to the extent that it is a physical danger to the road user.

(ii) Where any STOP sign is missing or obscured.

Action by Safety Team.

Make safe by removing obstruction or protecting. Record as a Category 2 defect.

If temporary action is not possible so as to leave safe, report as a Category 1 defect.

Where STOP signs are missing, report as Category 1 defect.

Category 2 Defect. (C2)

Where signs are observed that have been vandalised or damaged by accident but do not present a danger to the travelling public.

(Poor condition of signs due to age etc., are not the subject of this Safety Inspection)

Action by Safety Team.

Record as a Category 2 defect.

8. Street Lighting Units, Illuminated Bollards and Illuminated Signs.

Category 1 Defect. (C1.2)

Where a street light, bollard or sign is damaged to the extent that it is a physical danger to the road user either by exposed wiring (whether determined live or not), broken lamps etc.

Action by Safety Team.

If possible, make safe by removing any obstruction or protecting. Report defect direct to Street Lighting section Call Desk. (All apparatus has an individual identification number which should be quoted)

Category 2 Defect. (C2)

No Category 2 defect.

(Poor condition or malfunction of street lights, bollards or lit signs etc. are not the subject of this Safety Inspection)

8a. Permanent Traffic Signals

Category 1 Defect. (C1.2)

Where permanent traffic signals are observed to be not working and there is no indication that the defect has been previously reported.

Action by Safety Team.

Report defect and location to Traffic Group on 01926 412810

8b. Temporary Traffic Signals (at roadworks etc)

Category 1 Defect. (C1.2)

Where temporary traffic signals are observed to be not working and there is no indication that the defect has been previously reported.

Action by Safety Team.

Report defect and location to the Emergency telephone number displayed at the roadworks site.

9. Other

Category 1 Defect. (C1.2)

Where during the course of an inspection, an incident, activity or defect is observed likely to cause danger to the highway user.

(Such defects will include damaged street furniture, fallen trees, trees in a precarious position, objects fallen from vehicles, fuel spillages)

Action by Safety Team.

Make safe by removing obstruction or protecting. If further action is required, record as a Category 2 defect.

If temporary action is not possible so as to leave safe, report as a Category 1 defect.