

CONTENTS

| Section | Title | Page Number |
|----------------|---|--------------------|
| 1.0 | Introduction | 1 |
| 2.0 | Inspection Frequencies | 1 |
| 3.0 | Inspection Methodology | 1 |
| 4.0 | Defect Identification | 3 |
| 5.0 | Defect Categorisation | 3 |
| 6.0 | Defect Risk Assessment | 4 |
| 7.0 | Locating a Defect | 12 |
| 8.0 | Recording and Reporting | 12 |
| 9.0 | Defective Utility Apparatus | 14 |
| 10.0 | Training | 14 |
| 11.0 | Exclusions | 14 |
| 12.0 | Withdrawn Documents | 15 |
| 13.0 | Review | 15 |
| | APPENDIX A – RESILIENT ROAD NETWORK | |
| | APPENDIX B – INSPECTION FREQUENCIES | |
| | APPENDIX C – GUIDANCE FOR HIGHWAY INSPECTORS ON CONTRAVENTIONS OF THE HIGHWAY ACT 1980 | |
| | APPENDIX D – HIGHWAY SAFETY INSPECTIONS – SAFE SYSTEM OF WORK | |

1.0 Introduction

This Procedure sets out Trafford Council's process plan for the conduct of safety inspections of highways maintainable at public expense.

The Procedure is complimentary to and compliant with the Trafford Council Highway Safety Inspection Policy 2019. It supports the statutory duty set out in Section 41 of the Highways Act 1980 which imposes a duty on the Council acting as highway authority, to maintain highways that are maintainable at public expense and aids the Council with the special defence in action against a highway authority for damages for non-repair of highway set out in Section 58 of the Highways Act.

The Procedure has recognised the risk-based approach advocated by **Well-managed Highway Infrastructure** published in October 2016 by the UK Roads Liaison Group and endorsed by the Department for Transport. The Procedure also recognises and draws upon the **Greater Manchester Highway Safety Inspection Framework** published in October 2018.

2.0 Inspection Frequencies

Principal Roads, Primary and Secondary Distributor Roads and roads on the designated Resilient Road Network in Trafford (as shown in Appendix A) will be subject to monthly inspections.

The frequency of inspection on other roads has been determined using a risk-based evaluation. Inspection frequencies of 1 month, 3 months or 12 months have been established for these roads.

A map of inspection frequencies for roads in the Borough is included at Appendix B.

3.0 Inspection Methodology

Except for roads listed below, safety inspections will be carried out on foot. Each road length shall be walked in both directions when carrying out the safety inspection.

Safety inspections of the following roads will be driven:

Major roads:

- Carrington Spur
- Parkway
- Bridgwater Way

Lanes:

- Moss Lane, Warburton
- Sinderland Lane, Dunham Massey
- Blackmoss Road, Dunham Massey
- Whitehouse Lane, Dunham Massey
- Redhouse Lane, Dunham Massey
- Henshall Lane, Dunham Massey
- Gorse Lane, Warburton
- Carr Green Lane, Warburton
- Barns Lane, Dunham Massey

- Oldfield Lane, Altrincham
- Brookheys Road, Carrington
- Whitecarr Lane, Hale
- Roaring Gate Lane, Hale

Part Lanes:

- Dairyhouse Lane, Altrincham
- School Lane, Dunham Massey
- Back Lane, Dunham Massey
- Sawpit Street, Warburton
- Bow Green Road, Bowdon
- Bow Lane, Bowdon
- Thorley Lane, Hale
- Shay Lane, Hale
- Moss Lane, Partington
- Chapel Lane, Partington

In addition, monthly inspections of roads which are on the Resilient Road Network but are not Category 2 or 3 roads, will have a monthly walked inspection followed by a driven inspection on the second and third consecutive month.

A monthly schedule of safety inspections is prepared and loaded onto a portable device for each highway inspector.

When carrying out a walked safety inspection, the highway inspector shall position themselves in a safe location on the footway or verge, in such a position that enables a full view of the width of the footway/verge/carriageway/cycleway, to the centreline of the carriageway.

The highway inspector shall proceed along the length of the road, identifying and recording defects in accordance with Tables 3, 4, 5 and 6. The highway inspector carries out a risk assessment of the defect and records the findings.

On completing an inspection from one side of the road, the highway inspector shall repeat the process from the opposite side of the road.

Driven safety inspections shall be carried out utilising a driver and a highway inspector. The driver's responsibility is solely to drive the vehicle and must take directions from the highway inspector. The vehicle used must be appropriately equipped, so that it can be driven at low speeds to facilitate a driven visual inspection of the highway having due regard to minimising inconvenience or prejudicing the safety of the vehicle occupants or other road users.

Driven safety inspections should be avoided during peak periods.

Due regard shall be given to weather conditions prior to conducting both walked and driven safety inspections.

Safe Systems of Work for driven and walked highway safety inspections are included in Appendix D.

4.0 Defect Identification

When carrying out a safety inspection, highway inspectors shall be observant of the following:

- Debris, spillage or contamination on running surfaces
- Displaced road studs lying in the carriageway
- Overhead wires in a dangerous condition
- Vandalism, particularly if there are electrical consequences (e.g. Lighting columns)
- Abrupt level differences in the running surface
- Potholes, cracks and gaps in the running surface
- Edge deterioration of the running surface
- Missing or broken ironwork (gully lids, manholes etc.)
- Blocked drains or grips
- Damaged, defective, displaced, missing or misleading traffic signs, signals or lighting columns
- Missing or badly worn road markings
- Dirty or otherwise obscured traffic signals and signs
- Damaged safety fencing, parapet fencing, handrail and other barriers
- Sight-lines obscured by trees, unauthorised signs and other features

5.0 Defect Categorisation

When a defect is identified, the highway inspector will be required to use their judgement, adopting a risk-based approach, to categorise the defect.

It is important to stress that every decision made by a highway inspector in respect of priority could be critical to the safety of road users and may also be subject to legal scrutiny in the event of an accident near to the site. It is therefore essential that decisions are properly considered and are adequately justified as far as reasonably possible.

When categorising the defect, highway inspectors must consider:

- The depth, surface area, or other extent of the defect
- The location of the defect relative to highway features such as junctions and bends
- The location of the defect relative to access to schools, shops, hospitals etc.
- The location of the defect relative to the positioning of users - especially vulnerable users - such as in traffic lanes, wheel tracks or pedestrian desire lines
- The nature and extent of interaction with other defects

Defects that present a potential risk to road users shall be categorised as follows:

| | |
|-------------------|--|
| Category 1 | Those that require prompt attention because they represent an immediate hazard. |
| | These defects will be corrected or made safe at the time of the inspection, if reasonably practicable. In this context, making safe may constitute displaying warning notices, coning-off or fencing-off to protect the public from the defect or other suitable action. If the inspection team cannot make safe the defect at the time of inspection, then they will instigate the relevant emergency call procedures to ensure appropriate resources are mobilised to make the defect safe. These procedures aim to ensure initial attendance to the defect within 2 or 24 hours of the defect being identified. |
| Category 2 | All other defects. |
| | These defects are those which are deemed not to represent an immediate hazard, and which can be repaired within longer timescales. Category 2 defects are categorised according to priority with response times defined within Table 2 below. |

6.0 Defect Risk Assessment

The principles of a system of defect risk assessment for application to safety inspections are set out below. Any item with a defect level which corresponds to, or is in excess of, the minimum investigatory level, is to be assessed using the risk assessment matrix in Table 1 below.

Risk Factor

The risk factor for a particular risk is calculated by;

- Risk Factor = Likelihood score x Consequence score.

It is this factor that identifies the overall seriousness of the risk and consequently the appropriateness of the speed of response to remedy the defect.

Having identified a particular risk, assessed its Likelihood and Consequence thus calculating the risk factor, the category and the timescale to rectify the defect is either defined as a Category 1 response, or allocated to one of the Category 2 defect types (Low, Medium or High).

Likelihood of Event Occurring

This is the inspector's assessment of the likelihood of the defect affecting the safe passage of vehicles along the highway or affecting the structural integrity of the highway. It follows an assessment of the highway hierarchy and the location of the defect within the highway.

Consequence of Event Occurring

This is the impact/severity and is quantified by assessing the extent of damage likely to be caused should the risk be realised. The main consideration of impact/severity is the magnitude or dimension of the defect. However, other variables such as road speed may also affect the likely impact.

The risk assessment matrix detailed below will be the prime document used by the highway inspectors during their inspections. The matrix will be used to determine the defect categorisation and response.

| Likelihood of Event Occurring | Consequence of Event Occurring | | | | |
|-------------------------------|--------------------------------|----------|-----|--------|------|
| | Negligible | Very Low | Low | Medium | High |
| Negligible | 1 | 2 | 3 | 4 | 5 |
| Very Low | 2 | 4 | 6 | 8 | 10 |
| Low | 3 | 6 | 9 | 12 | 15 |
| Medium | 4 | 8 | 12 | 16 | 20 |
| High | 5 | 10 | 15 | 20 | 25 |

Table 1 – Risk Matrix

| Risk Factor | Defect Category | Priority | Response |
|-------------|-----------------|----------|---------------------------|
| 25 | 1 | 1 | 2 hours |
| 15 to 20 | 1 | 2 | 24 hours |
| 9 to 12 | 2 | 3 | 7 days |
| 5 to 8 | 2 | 4 | 28 days |
| 1 to 4 | 2 | 5 | Review at next inspection |

Table 2 – Defect Category/Priority/Response

The following tables provide highway inspectors with more specific guidance in relation to carriageway, footway, kerb, ironwork, street lighting and street furniture defects.

The intervention levels advised are in accordance with the nationally accepted “norm” and should be affordable within the budget provision that is made available for this form of highway repair.

However, they are not, (and are not intended to be), absolute values which must be unthinkingly applied irrespective of any other consideration.

Highway inspectors may, therefore, use their discretion and experience to arrange repair of a defect which does not strictly meet the specified intervention level but where they are convinced that such repair will remove a specific or potential future hazard.

It should be noted that the tables are not exhaustive. They do not include every emergency situation with which the highway inspectors may encounter. Defects such as collapses, major water bursts,

broken manhole covers, and missing highway gully covers all present an immediate and significant risk and will be dealt with immediately by telephone contact to the Highway Supervisors (or to the utility company concerned if the problem is with an item of their equipment) to arrange a 2-hour response to make-safe.

If necessary, the highway inspector may also remain on-site to warn the public away from such a hazard until a repair gang arrives to make the area safe.

The following guidance is also provided in relation to specific defects:

Chipped or sunken kerbs on a footway at either an obvious crossing point or located outside a point of interest such as, for example, shops, post boxes, bus-stops, schools, hospitals etc will be subject to the normal criteria set within the relevant stated footway intervention level. However, chipped or sunken kerbs located on a straight section of road and **not** at an expected pedestrian crossing point or outside of any particular point of interest will **not** normally be recorded as a defect requiring specific attention as the potential risk is felt to be low.

Displaced or loose kerbs which are liable to become detached from the footway, **will** however generally be identified for repair.

Carriageway depressions will be recorded if they exceed the appropriate intervention level but **do not** exceed 600mm in length.

Potholes in the carriageway will be recorded as actionable if they exceed the appropriate intervention level and extend in any one direction by more than 300mm.

(Ref The Kindred Association Report – Report on Highway Liability Claims 1998)

Carriageway channel deterioration at the kerb edge will only be recorded if it is wider than 100mm with a depth exceeding 40mm.

Carriageway edge damage, (on lanes where there are no footways and no kerbs providing edge retention). Problems often arise in these roads due to vehicles overriding the edge of the “made” road surface - usually to pass oncoming traffic in narrow areas of road – thereby causing damage both to the unretained road edge and to the adjacent soil/grassed verge. This action can very easily result in the appearance of potentially hazardous “drop-offs” beyond the edge of the metalled surface as well as causing damage to the edge of the road surface itself.

In wet conditions, when ground in adjacent verge areas may be particularly soft, such damage can occur very quickly and can even be the result of the action of a single vehicle being driven off the made highway surface.

Edge damage of this sort will therefore only be noted for attention where there is considered to be a medium to high risk of further vehicle interaction and will be prioritised for emergency repair only in limited circumstances and only when the problem extends into the normal wheel path of passing vehicles where the risk of impact is particularly high.

If the defect is located outside any edge of carriageway line marking, then it will only be recorded at all if there is a particular and significant risk of interaction and damage.

PCC Edgings (aka “pin kerbs”) at tree pits are provided both to physically delineate the tree pit area from the area of the footway where one would expect pedestrians to be walking and to retain the adjacent footway surface. They often contain an intentional up-stand above the level of the footway surface but are also often pushed upwards (or outwards from the tree) further than would be desirable by the effects of the roots from the tree itself.

Pedestrians should have neither cause nor need to actually walk into a tree pit area, and – on that basis - the general height of any edgings that surround such a feature is not a major concern in itself. Rather, claims experience has shown that it is when individual such kerbs become horizontally displaced around the tree that they present the greater risk. The intervention criteria therefore require that attention be given where edgings have been pushed outwards by tree roots so as to present a tripping hazard and not where they have been simply pushed upwards.

DRAFT

| | Potholes (i.e. sharp-sided defects) The depth of a pothole is covered below. As a general rule the diameter at the surface level should be >300mm | | | | | Edge damage | | Unevenness | |
|--|---|---|----------------------------|---|--|--|---|--|---|
| | Marked Cycle lanes & recognised pedestrian crossing points | | All other locations | | Initial signs of openness. Crazing with limited loss of aggregate | Road edge breaking, falling away so as to be potentially hazardous | Road edge extensive cracking, some deformation likely to worsen in short term | Sunken reinstatements, depressions in wheel track on high speed roads >50mm and <600mm in width | Less severe defects or defects located in low risk locations |
| Impact | >25mm | >20-25mm with likelihood of worsening in short term. Advanced local crazing likely to pothole | >50mm | >40-50mm with likelihood of worsening in short term. Advanced local crazing likely to pothole | | | | | |
| High risk of vehicle interaction (ie in line with vehicle path) | 24 hours | 24 hours | 24 hours | 24 hours | | 24 hours * | 7 days * | 7 days # | # |
| Medium risk of vehicle interaction (ie adjacent to path of vehicle) | 24 hours | 7 days | 24 hours | 7 days | | 7 days * | 28 days * | 28 days # | # |
| Low risk of vehicle interaction (ie other carriageway areas) | 7 days | 28 days | 7 days | 28 days | | * Edge damage should be classified as Cat 1 in limited circumstances and only when extended into actual wheel path and the risk of impact is high If defect is located outside the edge of carriageway marking it should only be recorded if significant risk of interaction or damage is anticipated | # Extensive areas of uneven running surface – especially when directly in the wheel track of vehicles - should be reported to the highway structural maintenance team for consideration. Defective utility repairs should be referred to the street works team for possible referral back to the utility responsible for it. | | |
| Negligible risk of vehicle interaction | 28 days | | 28 days | | | | | | |

Table 3 – Carriageway Defect Classification

| | Potholes (ie sharp-sided defects) | | | General Surface Defects (inc flagging) | | | | Kerbing defects | | |
|--|--------------------------------------|------------|---|--|------------|---|--|--|--|--|
| | >25mm deep | >20mm deep | <20mm deep | >25mm trip | >20mm trip | <20mm trip | Bumps, depressions, surface heave, undulations >25mm deep/high & <600mm wide | Dislodged or loose | Uneven or chipped (exposed trip edge >50mm in height and >100mm in width) | Horizontal displacement (inc. edging kerbs around highway tree pits) >75mm |
| Impact | | | | | | | | | | |
| High risk of interaction (town centre shopping areas, pedestrianised roads, main footfall areas on footways) | 24 hours | 24 hours | Inspectors discretion may be used to include repair where there is evidence of short term deterioration or where there is a foreseeable injury risk | 24 hours | 24 hours | Inspectors discretion may be used to include repair where there is evidence of short term deterioration or where there is a foreseeable injury risk | 7 days | 24 hours NB: At expected pedestrian crossing points or in areas where a foreseeable injury risk to pedestrians exists (eg main shopping streets in town centres) intervention should be as adjacent footway levels. | | 24 hours |
| Medium risk of interaction (adjacent to main areas of footfall in vulnerable areas) | 24 hours | 7 days | | 24 hours | 7 days | | 28 days | 7 days | 28 days | 7 days |
| Low risk of interaction (most other footway areas) | 7 days | 28 days | | 7 days | 28 days | | 28 days | | 28 days | |
| Negligible risk of interaction (particularly obscure or unused footway locations) | | | | | | | | | | |

Table 4 – Footway and Kerbing Defect Classification

| | MANHOLES (ie 600x600 inspection covers or similar) & including road gullies & hydrants | | | SMALL BOXES (eg stop taps, valve & water meters etc) & including footway drainage gullies | | | | | |
|--------------------------------|--|--|--|---|--|--|---------------|---|--|
| | Any highway location | | | Footway, Marked Cycle Lanes & Pedestrian Crossing Points in Carriageways | | | Carriageway | | |
| | Cover missing | Uneven, broken or loose cover (footway trip hazard > 25mm, carriageway >50mm) | Loose, cracked or noisy covers not an immediate danger | Cover missing | Uneven, broken or loose cover (trip hazard >25mm) | Loose, cracked or noisy covers not an immediate danger | Cover missing | Uneven, broken or loose cover (hazard >50mm deep/high) | Loose, cracked or noisy covers not an immediate danger |
| Impact | | | | | | | | | |
| High risk of interaction | 2 Hour | 24 hours | 28 days | 24 hours | 24 hours | 28 days | 7 days | 7 days | 28 days |
| Medium risk of interaction | 2 Hour | 24 hours | 28 days | 24 hours | 24 hours | 28 days | 7 days | 7 days | 28 days |
| Low risk of interaction | 2 Hour | 24 hours | 28 days | 24 hours | 24 hours | 28 days | 7 days | 7 days | 28 days |
| Negligible risk of interaction | 2 Hour | 28 days | | 7 days | 28 days | | 28 days | 28 days | |

Table 5– Ironwork Defect Classification

NB. The response times employed internally by individual utility companies may vary from those indicated above, (United Utilities, for example, recognise only 2 categories of defect – “dangerous” and “non-dangerous” – to which they attach a 2 hour or a 20-day expectancy of repair). Whatever their own systems demand, however, they will be expected to respond to defects at least within the timescales required here.

| | Street Lighting Columns | | | | Illuminated signs & bollards | | Non-illuminated equipment & street furniture (inc signs, street name plates, guardrails, non-illuminated bollards, public seats & litter bins) | |
|--|-----------------------------|---------------------------------|---------------------------------|---------------------|------------------------------|---------------------------------|---|---------------------------------|
| | Door missing, wires exposed | Damaged or leaning column | Broken or damaged lantern | Day burning lantern | Missing | Damaged | Missing | Damaged |
| REPORT (ie. contact relevant Technician or Street Lighting supervisor from site to instigate immediate response) | 24 hours | 24 hours If immediate hazard | 24 hours If immediate hazard | N/A | 24 hours | 24 hours If immediate hazard | 24 hours If immediate hazard | 24 hours If immediate hazard |
| RECORD (record on hand-held device for follow-up by Street Lighting Technician) | N/A | 28 days | 28 days | 28 days | N/A | 28 days | 28 days | 28 days |
| IGNORE (will be noted and repaired under separate programme when necessary) | N/A | N/A | N/A | N/A | N/A | N/A | Missing street name plates should be ignored as they will be noted and re-ordered under area based scheme | N/A |

Table 6 – Street Lighting & Street Furniture Defect Classification

7.0 Locating a Defect

The hand-held devices plot the location of recorded defects via GPS. However, in recording the details of a defect, the highway inspector is also required to include a written description and it is vital that the information provided is simple and easily understood as this assists the repair team(s) to rapidly identify the precise defect. Simple and accurate description also helps greatly in the interpretation of inspection records by non-technical legal/insurance staff who depend greatly on this detail when dealing with the defence of claims against the Council, particularly after the repair has been carried out.

Locations shall, where possible, relate to house numbers/names and lighting column numbers. In rural situations, distance from certain fixed objects (telegraph poles, road junctions etc) will have to suffice.

Simple abbreviations should be used as follows:

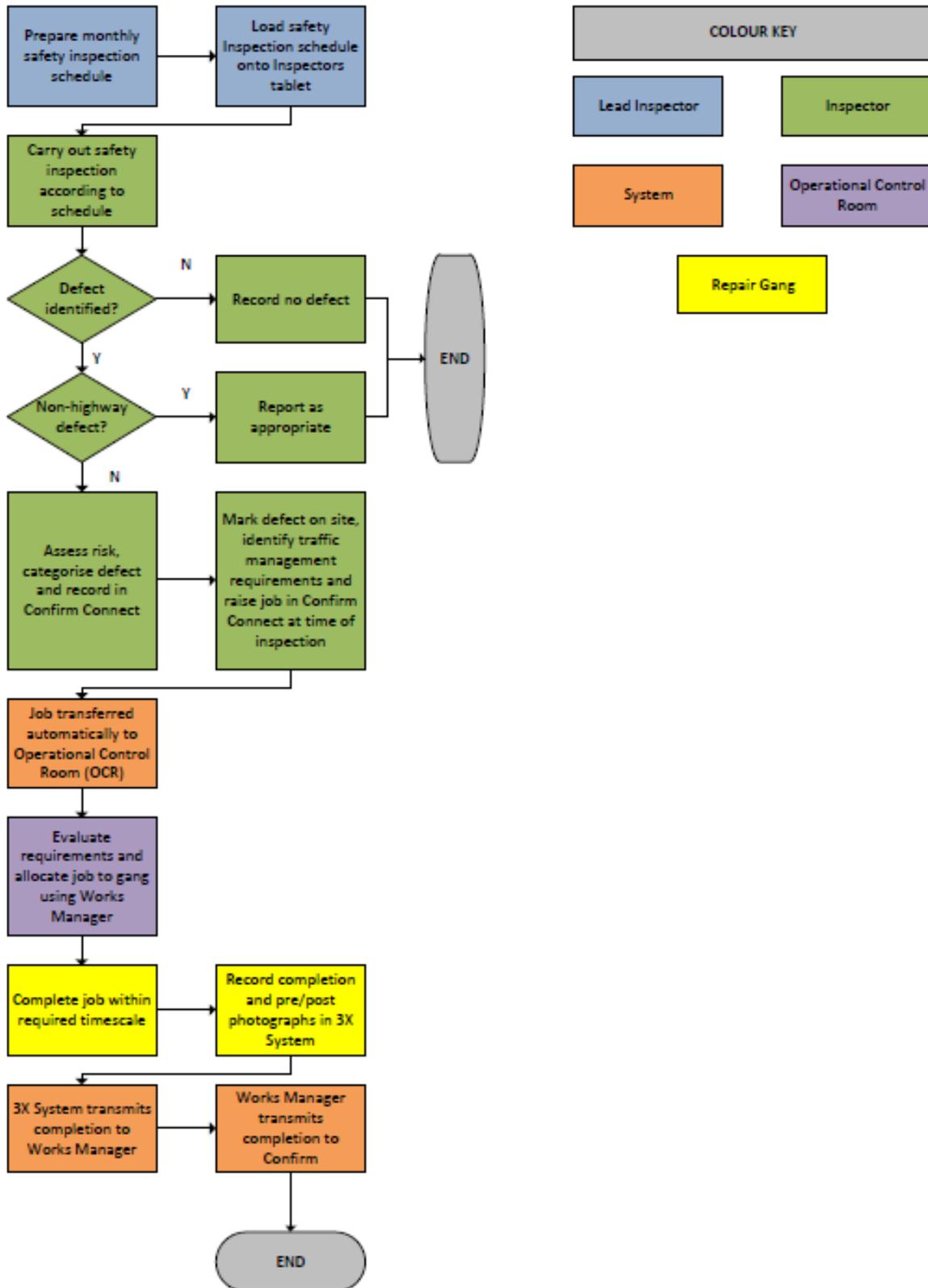
- os – outside
- adj – adjacent
- opp – opposite
- so – side of
- jn – junction

8.0 Recording and Reporting

It is recognised that on any highway network, a multitude of minor defects will exist which do not pose any risk to either the safety or the integrity of the highway and for which it may be impractical and inefficient to expend limited resources to undertake repairs. Any defects which do not meet the minimum investigatory levels can be recorded should the Inspector deem this appropriate using his/her discretion (for example, where a cluster of such defects may form a potential preventative maintenance scheme in the future). Where such defects are recorded, they will be recorded as Cat 2 defects but assigned a planned maintenance response time, defined in the risk matrix priority responses.

Where no defects are identified, this is also recorded.

The following flow chart illustrates the process and responsibilities for executing safety inspections, recording findings and transfer of findings where repair of defects is required.



9.0 Defective Utility Apparatus

When defective utility apparatus is found by the highway inspector, the reinstatement inspector, other highway staff or reported by the public the following procedure will be implemented:

The relevant highway inspector will make a risk assessment as to whether the defect should be categorised as an immediate (i.e. 2 hour) defect, an emergency (24 hour) defect, a hurry (7 day) defect or a non-dangerous (28 day) defect.

Immediate or Emergency defect

- The highway inspector contacts the Street Works team who in turn contacts the responsible utility company by telephone (confirmed by email) detailing the hazard and requesting that immediate or emergency remedial works are carried out.
- The utility company emails back confirming that the defect has been made safe.
- If the utility company fails to comply or unable to make contact, then the defect is made safe and reasonable costs charged.

Hurry or Non-dangerous defect

- Details will be emailed to the responsible utility company.
- The utility company emails back confirming job number and/or that the work has been carried out.
- If the utility company fails to comply or unable to make contact, then the defect is made safe and reasonable costs charged.

10.0 Training

The Institute of Highway Engineers (IHE) document *Well Managed Highway Liability Risk* (March 2017) provides guidance on training and assessment of competence of highway inspectors. The IHE administers the UK highway inspectors training and certification scheme which was approved by the UK Roads Board in 2010. The National Register of Highway Inspectors has been established for candidates who successfully complete a course run by an approved centre. Registration lasts for five years.

Highway inspectors will be required to complete the prescribed training for and be registered on the National Register of Highway Inspectors.

Training will also be provided where a highway inspector is required to prepare evidence or to submit evidence in court in defence of a third-party claim.

11.0 Exclusions

This Procedure does not apply to the inspection of public rights of way.

12.0 Withdrawn Documents

This Procedure and the associated Policy supersedes and replaces the ***Trafford Council Highway Inspection Policy and Code of Practice for Highway Safety Inspections*** approved 29 October 2012, which is now withdrawn.

13.0 Review

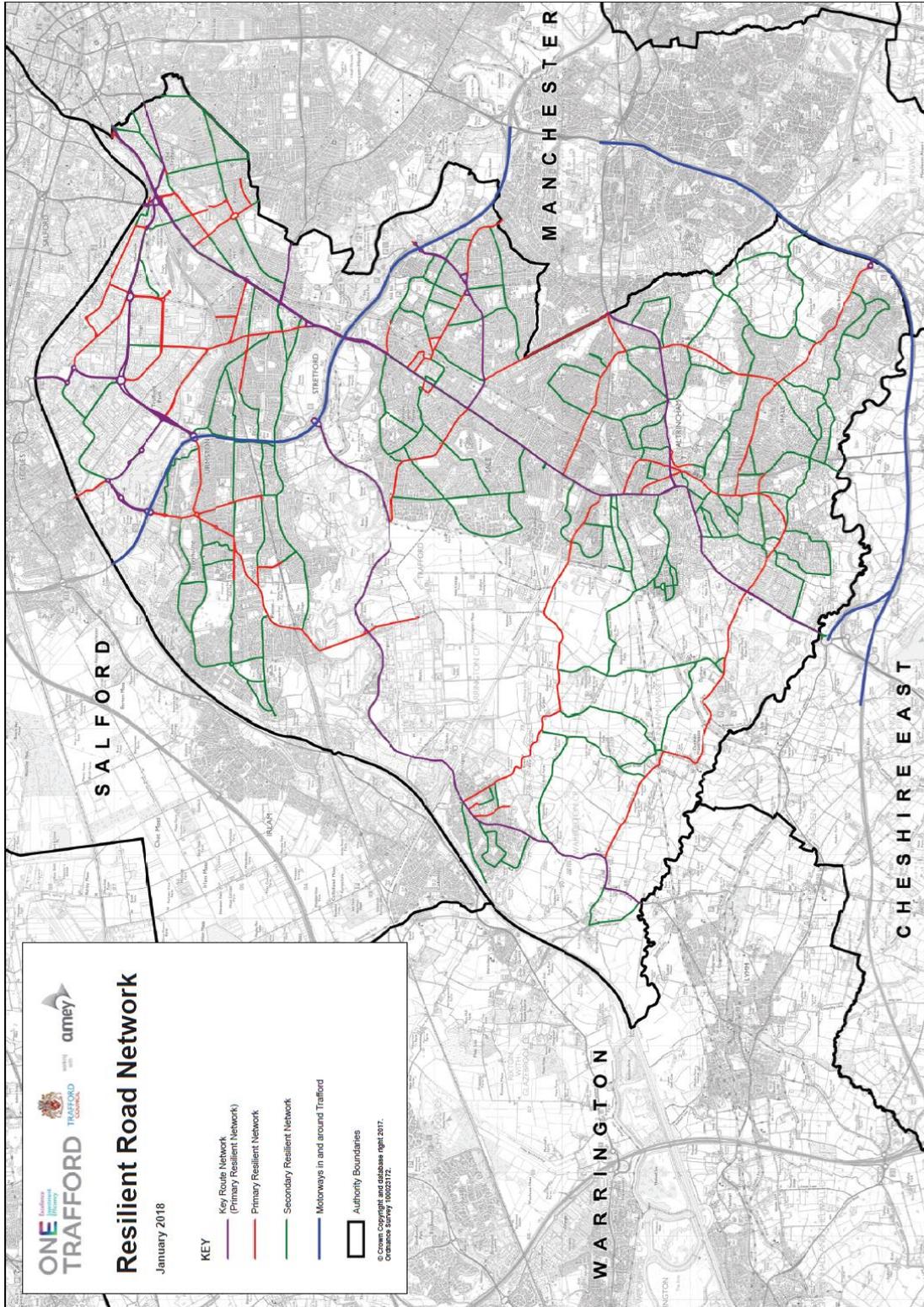
This Procedure shall be reviewed no later than 5 years following its approval, or such earlier date as may be necessitated by a change to law or national guidance.

The list of inspection frequencies shall be kept under constant review and amended as required by the following circumstances:

1. A new road has been added to the list of highways maintainable at public expense.
2. A road has ceased to be highway maintainable at public expense.
3. There is a change to the factors contributing to the level of risk.

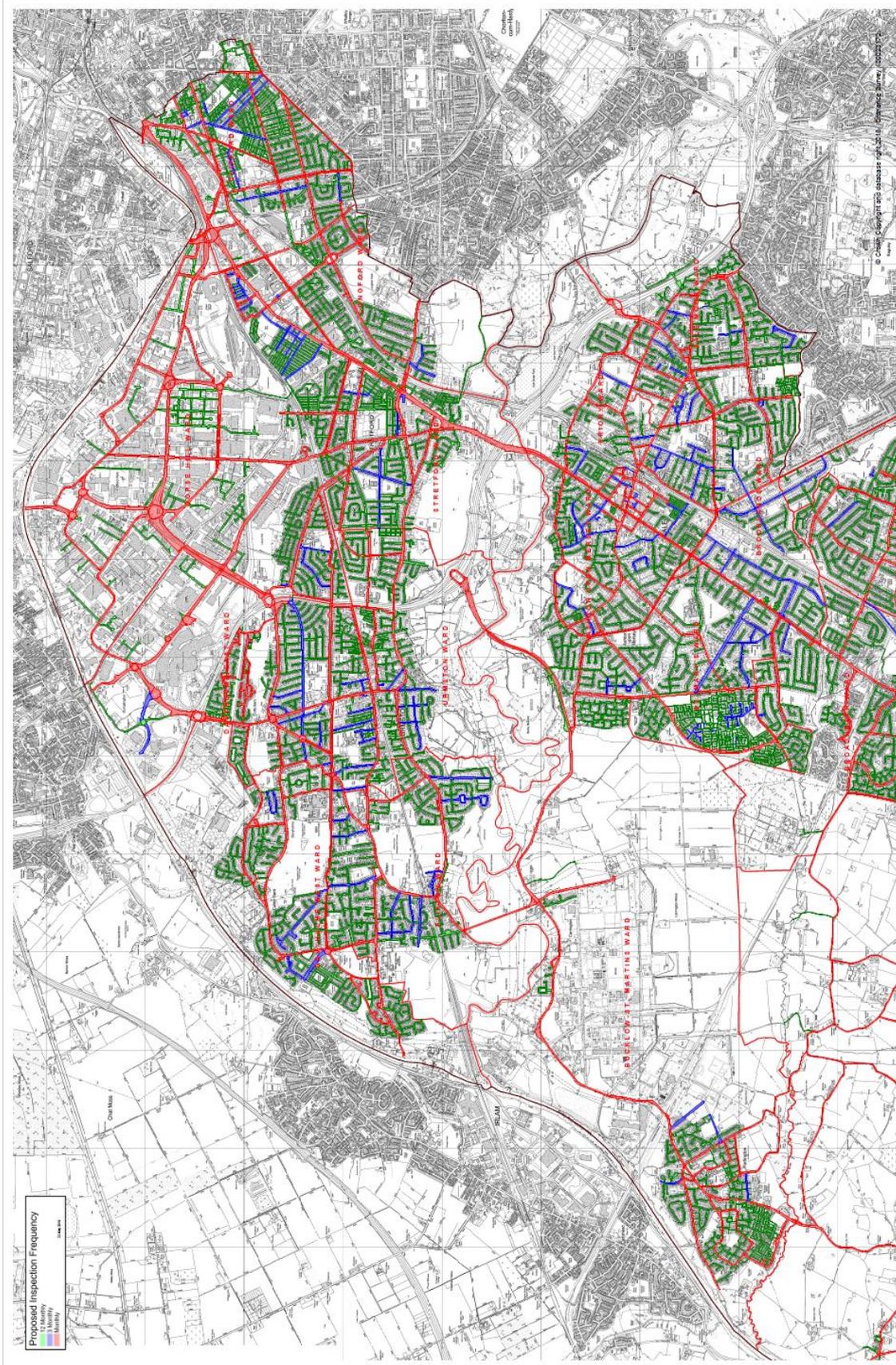
Changes to the Procedure shall be made in consultation with the Trafford Council Corporate Director of Place and the Executive Member for Environment, Air Quality and Climate Change or the successor positions.

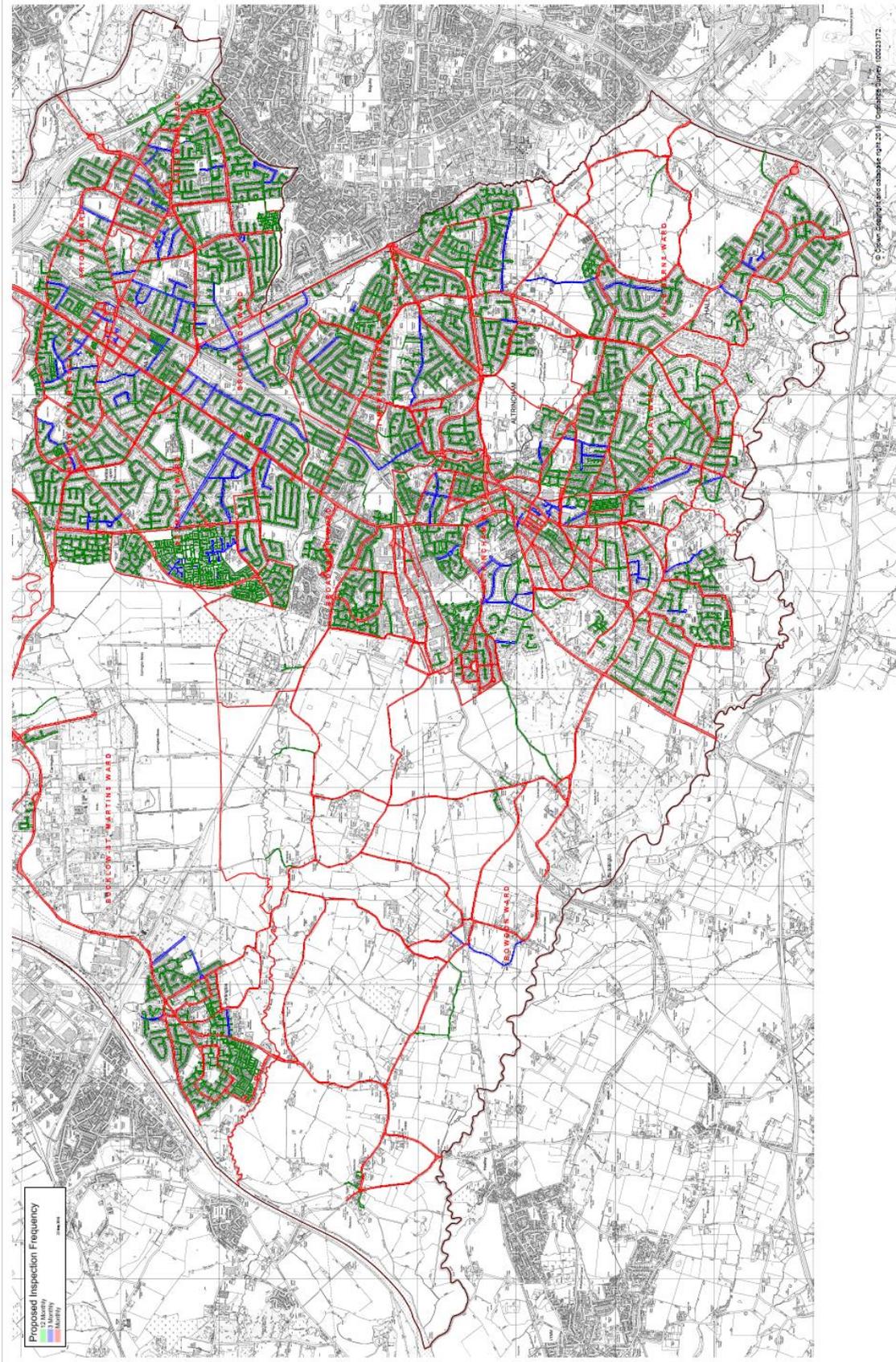
APPENDIX A – RESILIENT ROAD NETWORK



APPENDIX B – INSPECTION FREQUENCIES

DRAFT





APPENDIX C – GUIDANCE FOR HIGHWAY INSPECTORS ON CONTRAVENTIONS OF THE HIGHWAY ACT 1980

Highway inspectors must also always be aware of, and record, any contraventions of The Highways Act 1980 which they encounter, and which might have adverse effect upon the overall safety of the highway for users.

The following is by no means an extensive list but amongst the most common contraventions are:

Overhanging or obstructive vegetation (ref: section 154, The Highways Act 1980)

This includes vegetation of any description which infringes upon (or over) the highway such as to cause obstruction or potential hazard. Common examples are overgrown boundary hedges at adjacent properties that obstruct pedestrian access along the footway, low hanging tree branches that obstruct the passage of high sided vehicles along a road (or adequate and proper illumination from street lights), vegetation that obstructs sight-lines at bends or corners or views of road signs or traffic signals anywhere or that obstructs access for maintenance purposes to highway equipment (eg access to lighting columns etc).

Requirements are that vegetation should intrude no lower than 2.5m over a footway and 4.5m over a carriageway and that private hedges etc should be kept cut-back to the rear of the property boundary so as not to infringe upon or obstruct free pedestrian passage along the footway. Inspectors should record any examples that they encounter but should be aware that there is a Notice procedure to go through and that vegetation may not be removed quickly if those responsible for it do not act in accordance with our request.

Water discharging onto the highway (ref: section 163, The Highways Act 1980)

It is an offence for an occupier of premises adjacent to the highway to permit surface water from their premises to discharge onto the highway.

This is a very widely disregarded subject however and over the years very many property owners have laid non-permeable driveways or hard-standings in their premises that drain outwards onto the highway.

Unfortunately, we simply do not have the staff resource to enforce this section to the extent of becoming routinely involved in such cases. However, more recently introduced Planning legislation which is more specifically designed to try to combat the problem will hopefully begin to have greater effect in due course.

There are occasions, however, when use of section 163 is still necessary and inspectors should, therefore, be aware of it and of its potential use where a specific problem exists. Common examples include car-washing areas where insufficient internal surface water drainage is provided and individual properties where downspouts and/or internal surface drainage provisions are intentionally diverted to drain out onto the footway.

Obstruction of the Highway

Obstruction covers a wide range of issues – but we only have limited legal powers in this area and are therefore only able to act in similarly limited circumstances. Perhaps the single most common example of obstruction nowadays is caused by drivers who park vehicles up on footways such as to prevent free passage to pedestrians. This however, is a transitory problem over which only the Police (or the Traffic Wardens in some limited circumstances) have legal powers to act. Instances where we can intervene though, include, where shops store goods outside on the highway, “A-Board” advertisements placed on the highway and where building materials are left on the highway. Inspectors should record any such examples for later follow up by the lead highway inspector as necessary

Access to premises by where no vehicular crossing is provided (ref: section 184, The Highways Act 1980)

The Highways Act 1980 makes it a specific requirement for an occupier of adjacent premises who wishes to habitually access their property by driving over a footway or verge area, to have that area adapted for the purpose by provision of a vehicle crossing, (i.e. “dropped kerbs” and strengthened surfaces necessary to protect underground services).

Section 184 of the Act empowers local Highway Authorities to serve Notice and to compulsorily construct such a vehicle crossing, (and to recharge the full reasonable cost of so doing) where an occupier of adjacent premises flouts this requirement. However, the procedure involved is very staff-intensive, can involve appeals going as far as The Secretary of State’s office and is only now routinely pursued to completion in cases where actual damage to the highway is in evidence.

Nevertheless, highway inspectors should still record details of all properties that appear to have driveways and/or internal parking provision, but which lack a properly constructed vehicle crossing.

Skip Permits (ref: sections 139 & 140, The Highways Act 1980)

Builders skips can be deposited on the highway only by permission and issue of a permit to do so – and issue of such permit is subject to various restrictions that are outlined in section 139 of the Act, to the production of adequate insurance cover and to a charge. Skips that are deposited either in contravention of the permit, or without issue of a permit at all, can be removed and ultimately disposed of. Skip permits are issued by the Street Works section and highway inspectors should note and record any that they discover so that their validity can be verified.

APPENDIX D – HIGHWAY SAFETY INSPECTIONS – SAFE SYSTEMS OF WORK

DRAFT

PFI-H&S-MS-254**Driven Highway Safety Inspections (Rural and Urban Carriageways)****1.0 SCOPE OF WORKS**

- This document details the management methods and controls that are to be applied when, undertaking Driven Highway Safety Inspections (Rural and Urban Carriageways).
- This Method Statement does not cover driven inspections on dual carriageway roads with Speed Limits above 40mph.
- Typical Methods of Driven Inspections (may vary between Contracts):

| Service Delivery Element | Hierarchical Type | Location | Method of Safety Inspection | Inspection Team |
|--------------------------|-------------------|----------|-----------------------------|----------------------------|
| Carriageway | Primary Road | All | Driven | Two (2) Highway Inspectors |
| | Secondary Road | All | Driven | Two (2) Highway Inspectors |
| | Link Road | Urban | Walked | One (1) Highway Inspector |
| | Link Road | Rural | Driven | Two (2) Highway Inspectors |
| | Local Road | Urban | Walked | One (1) Highway Inspector |
| | Local Road | Rural | Driven | Two (2) Highway Inspectors |
| Prestige Areas | Prestige Areas | All | Walked | One (1) Highway Inspector |
| Footpaths and Footways | High Usage | All | Walked | One (1) Highway Inspector |
| | Low Usage | Urban | Walked | One (1) Highway Inspector |
| | Low Usage | Rural | Walked | One (1) Highway Inspector |
| Cycle Way | | All | Walked or Cycled | One (1) Highway Inspector |
| Cycle Path | | All | Walked or Cycled | One (1) Highway Inspector |
| | | | | |

2.0 DEFINITIONS

- **"Safety Inspections"** means inspections of the Network (or a part thereof) to identify all defects likely to create danger or serious inconvenience to users of the Network

3.0 LOCATION

- This is a generic Method Statement and Risk Assessment, intended for use in a variety of Locations and Contracts.

4.0 SAFETY ISSUES**Resources**

- Suitable Highway Safety Inspectors,

Work Equipment

- Suitable Inspection Vehicle, marked as below:
 - Conspicuous Colour (White or Yellow), or fitted with a high visibility strip along each side,

Title: Driven Highway Safety Inspections (Rural and Urban Carriageways)

Generic

Guidance

- Highway Maintenance Sticker, with 70mm lettering
- High Visibility Chevrons on the rear of the vehicle,
- Roof-mounted amber light bar (visible 360°) with a minimum of two independent light sources;
- Hand Held PDA, with built-in phone, email, GPS, mapping and camera capabilities.
- Measuring wheel; measuring tapes, etc.

Materials

- Spray Marker Paint
- Temporary Traffic Signs and Traffic Cones

Traffic and Pedestrian Management

- Driven Inspections will be carried out via Mobile Works, should be carried out only during periods of low risk and during low traffic flows when congestion is unlikely to occur.

Work Restrictions

Birmingham PFI Specific

- Authorisation must be obtained for any of the following activities adjacent to the Midland Metro:
 - where part of the site, tools, materials, machines, suspended loads or persons could enter the Midland Metro Hazard Zone,
 - which could force pedestrians to be diverted into the Midland Metro Hazard Zone,

For more information about safe working procedures contact 0121 214 7196 or permits@centro.org.uk

Sheffield PFI Specific

WORKING NEAR OR WITHIN THE SUPERTRAM SYSTEM

All work undertaken on or near the South Yorkshire Supertram system must comply with the Supertram code of practice document, where work:

- is to be carried out within the Supertram swept path,
- or within 2.75m of Supertram overhead line equipment (including where work equipment enters within that distance),
- or on Supertram operational land
- If the works may be affect the Supertram, then:
 - Written permission must be obtained from the Supertram engineer,
 - And all workers must have written permission from their supervisor,
- Where there is any doubt about the need to obtain permission before work begins contact the Supertram operations control centre on 0114 2798128.

NI DBFO Specific

- N/a

Trafford Highways Specific

- N/a

5.0 METHOD OF CARRYING OUT THE WORKS

Works Vehicle

- Prior to use carry out a pre-use Inspection of the Works Vehicle, to ensure it is fit for use. This Inspection should include:
 - Tyres – pressure, wear, damage
 - Wipers – wear
 - Windscreen - visibility
 - Lights – working or not
 - Oil - levels
 - Coolants - levels
 - Brake Fluid - levels
 - Body condition
- Compliance with the laws on wearing of seatbelts must be adhered to by all persons in a car.
- Outside of Driven Inspections drive and park the Works Vehicle as a normal Member of the Public would (therefore no specific Works Vehicle specification requirements),

Lone Working

- Each Inspector (or pair of Inspectors) must have a charged, and usable Mobile Telephone, on them at all times, including when working away from the Works Vehicle.
- Follow the Lone Working Procedure and Telephone or text your Line Manager, periodically through the day, or utilize a Lone Working System like 'Alertabuddy'.
- When driving towards an inspection area, mentally assess the Lone Working Risks
- If you feel unwell, or are suffering with:
 - chest pain,
 - difficulty in breathing,
 - severe loss of blood,
 - severe burns or scalds,
 - choking,
 - fitting or concussion,
 - or, severe allergic reactions.

Dial 999 immediately, and request an Ambulance / Paramedic

- If lone working, and you feel unwell, do not find a quiet area to rest, or sit in your Works Vehicle, sit or rest in a public place, so members of public can call an Ambulance if needed.

Parking

- Whilst carrying out Inspections park the Works Vehicle as per a normal member of public, on the carriageway following the Highway Code.

Public Interface

- Your behavior can have a positive, or a negative effect on members of public, always be polite and courteous when talking to members of the public,
- Never argue or lose your composure when communicating with members of Public, if discussions get heated or threatening try to politely leave the area, or seek assistance / support,
- Remember that people who act in an antisocial way may be under the influence of alcohol or drugs and therefore may not act in a rational manner,
- Be particularly aware of groups as there is quite often at least one member who is trying to show off to the others, try to recognise the ring leaders to judge the mood of the group,
- The following techniques are useful in reducing tension and hence reducing the likelihood of violence erupting:
 - Anticipate danger by reading non-verbal signals (e.g. facial expression, gestures)
 - Recognise verbal signals (e.g. tone of voice, abusive threats)
 - Maintain self-control in the face of aggression
 - Project confidence and reassurance
 - Speak calmly, clearly
 - Talk while walking if possible
 - Do not allow situation to develop in front of a group
 - Be prepared to walk away from a threatening situation
 - Allow compromise, which permits face-saving exit to aggressor
- If you are working alone and fear for your safety, you should leave the area, and then summon help.
- If there is any danger, or risk to anyone's safety, or an incident is ongoing, you should dial 999.

Planning and Risk Assessing of Works

- Upon approaching the inspection area to be surveyed, assess the weather, road conditions, traffic speed and traffic flows, to ensure that the flow is not too great to accommodate the inspection.
- During Adverse Weather Conditions where visibility is inhibited by spray, fog, etc. seek advice from your Supervisor regarding suspending inspections.

Driven Inspection Records Process

- Highway Inspector, should:
 - load the PDA with Safety Inspection route information.
 - Initiate the inspection process on the PDA (creating a date and time stamp for inspection route start) on reaching the Inspection area.
 - record safety defects on PDA,
 - synchronise PDA on recording any Urgent Defects, or Faults to ensure defect record is immediately available to the OCR,
 - for Urgent Defects and Urgent Faults, phone the OCR to ensure receipt of the report by the OCR for immediate action,
 - for single carriageways when the end of a section is reached the vehicle should be turned around and the road inspected in the other direction.

- record completion of Safety Inspection (creating date and time stamp for inspection route completion).

Carrying Out Driven Inspections

- Driven inspections should only be carried out by two, or one persons, depending on carriageway criteria, traffic flows, speeds and risk.
- Where the Inspection is carried out by two persons the driver does not inspect the road and is solely responsible for driving the vehicle in a safe manner.
- The passenger should be a fully trained Highway Inspector and is responsible for observing defects on the road and recording any defects on the PDAs.
- Driven surveys should be carried out in two directions.
- Beacons should be used whilst carrying out surveys.
- Vehicle speeds should be no greater than 20 mph, on roads with speed limits greater than 30 mph the vehicle speed should not fall significantly below 20 mph unless the vehicle is pulling over or the speed of traffic is below 20 mph.
- When traffic builds up behind the inspection vehicle it should pull over to allow traffic to clear before resuming inspections.
- A dynamic risk assessment should be carried out at all locations and where it is not safe to carry out a driven survey then the survey should be carried out on foot.
- If a defect is spotted it may be necessary to stop the vehicle in order to record the location of the defect or to mark out the defect, ensure that it is safe to do so, slow down, avoiding sudden braking and park the vehicle. It may be necessary to go past the defect so the inspector (passenger) may have to walk back in order to record the defect and mark it out if necessary and practical to do so.

Marking Defects

- Personnel should wait for a sufficient gap in the traffic prior to marking any defects on the carriageway, and Personnel should face oncoming traffic,
- Where gaps in the traffic are insufficient, Personnel should not attempt to mark the defect but instead should estimate the dimensions and location of the repair.
- Be careful when storing Spray Cans in Inspection Vehicles, and protect them from accidental damage, sunlight and high temperatures
- Empty Spray Paint Cans are classed as hazardous waste, and must be disposed of via an approved disposal route

Disposal of Empty Spray Cans

- Empty Spray Paint Cans are classed as hazardous waste and must be disposed of via the dedicated marked Spray Can Disposal container.

6.0 ASSOCIATED DOCUMENTS

- N/a

Title: Driven Highway Safety Inspections (Rural and Urban Carriageways)

| |
|-----------------|
| Generic |
| Guidance |

7.0 RECORD OF REVISIONS

| Rev. | Date | Comment | Document Owner |
|------|-----------|--------------------------|----------------|
| 01 | Dec. 2018 | Initial Method Statement | Adrian Graham |
| | | | |
| | | | |
| | | | |

Title: Driven Highway Safety Inspections (Rural and Urban Carriageways)

Generic

Guidance

8.0 Risk Assessment

| RISK ASSESSMENT TITLE: Driven Highway Safety Inspections (Rural and Urban Carriageways) | | | | | | | | | | | |
|---|--|----------------------|--------------------------------------|---------------------------------|--------------------|---|----|--|---------------------|---|---|
| SUB ACTIVITY | HAZARD | WHO AFFECTED | HOW THEY MAY BE HARMED | EXISTING CONTROLS (if relevant) | INITIAL RISK LEVEL | | | CONTROL MEASRES | RESIDUAL RISK LEVEL | | |
| | | | | | S | L | R | | S | L | R |
| Driven Highway Safety Inspections | Works Vehicle | Public and Inspector | Various injuries resulting from RTCs | | 4 | 2 | 8 | <ul style="list-style-type: none"> Carry out a pre-use Inspection of the Works Vehicle | 4 | 1 | 4 |
| | Driving at Low Speed During Driven Inspections | | | | 4 | 4 | 16 | <ul style="list-style-type: none"> Driven inspections should only be carried out by two, or one persons, depending on carriageway criteria, traffic flows, speeds and risk. Where the Inspection is carried out by two persons the driver does not inspect the road and is solely responsible for driving the vehicle in a safe manner. Beacons should be used whilst carrying out surveys. Vehicle speeds should be no greater than 20 mph, on roads with speed limits greater than 30 mph the vehicle speed should not fall significantly below 20 mph unless the vehicle is pulling over or the speed of traffic is below 20 mph. When traffic builds up behind the inspection vehicle it should pull over to allow traffic to clear before resuming inspections. A dynamic risk assessment should be | 4 | 2 | 8 |

Rev: 01

Date: Dec. 18

Ref: PFI-H&S-MS-254

Page 29 of 47

Title: Driven Highway Safety Inspections (Rural and Urban Carriageways)

| |
|----------|
| Generic |
| Guidance |

| | | | | | | | | | | | |
|--|--------------------------|----------------------|--------------------------------------|--|---|---|----|---|---|---|---|
| | | | | | | | | carried out at all locations and where it is not safe to carry out a driven survey then the survey should be carried out on foot. | | | |
| | Individual Health | Inspector | Various consequences including death | | 5 | 2 | 10 | <ul style="list-style-type: none"> Report any medical issues to your Line Manager, to assess the risks, or introduce additional risk controls All Inspectors to be subject to Three Yearly Health Assessments via Medigold If you feel unwell, with: <ul style="list-style-type: none"> chest pain difficulty in breathing severe loss of blood severe burns or scalds choking fitting or concussion or, severe allergic reactions. <p>Dial 999 immediately, and request an Ambulance / Paramedic</p> <ul style="list-style-type: none"> If lone working, and you feel unwell, do not find a quiet area to rest, or sit in your Works Vehicle, sit or rest in a public place, so members of public can call an Ambulance if needed. | 5 | 1 | 5 |
| | Parking of Works Vehicle | Public and Inspector | Various injuries resulting from RTCs | | 4 | 2 | 8 | <ul style="list-style-type: none"> Park as per a normal member of public, on the carriageway following the Highway Code, or park in a Public Car Park | 4 | 1 | 4 |
| | Lone Working | Inspector | Various consequences including death | | 5 | 2 | 10 | <ul style="list-style-type: none"> Follow the Lone Working Procedure and Telephone or text in your Line Manager, periodically, or use a Lone Working System like 'Alertabuddy' Each Inspector must have a charged, and usable Mobile Telephone, on them at all | 5 | 1 | 5 |

Title: Driven Highway Safety Inspections (Rural and Urban Carriageways)

| |
|----------|
| Generic |
| Guidance |

| | | | | | | | | | | | |
|--|----------------------------------|----------------------|--------------------|--|---|---|--|---|---|---|---|
| | | | | | | | <p>times, including when working away from the Works Vehicle.</p> <ul style="list-style-type: none"> When driving towards an inspection area, mentally assess the Lone Working Risks and where practical choose a less risky location to carry out the sample Performance Inspection. | | | | |
| | Interface with Members of Public | Public and Inspector | Violence and Abuse | | 4 | 2 | 8 | <ul style="list-style-type: none"> Your behaviour can have a positive, or a negative effect on members of public, always be polite and courteous when talking to members of the public, Never argue or lose your composure when communicating with members of Public, if discussions get heated or threatening try to politely leave the area, or seek assistance / support, Remember that people who act in an antisocial way may be under the influence of alcohol or drugs and therefore may not act in a rational manner, Be particularly aware of groups as there is quite often at least one member who is trying to show off to the others, try to recognise the ring leaders to judge the mood of the group, The following techniques are useful in reducing tension and hence reducing the likelihood of violence erupting: <ul style="list-style-type: none"> Anticipate danger by reading non-verbal signals (e.g. facial expression, gestures) Recognise verbal signals (e.g. tone of voice, abusive threats) Maintain self-control in the face of | 4 | 1 | 4 |

Title: Driven Highway Safety Inspections (Rural and Urban Carriageways)

| |
|----------|
| Generic |
| Guidance |

| | | | | | | | | | | | |
|--|----------------------------------|----------------------|--|--|---|---|----|--|---|---|---|
| | | | | | | | | <ul style="list-style-type: none"> ○ aggression ○ Project confidence and reassurance ○ Speak calmly, clearly ○ Talk while walking if possible ○ Do not allow situation to develop in front of a group ○ Be prepared to walk away from a threatening situation ○ Allow compromise, which permits face-saving exit to aggressor ● If you are working alone and fear for your safety, you should leave the area, and then summon help. ● If there is any danger, or risk to anyone's safety, or an incident is ongoing, you should dial 999. | | | |
| | Slips and Trips | Inspector | Various injuries including broken bones | | 4 | 2 | 8 | <ul style="list-style-type: none"> ● Concentrate when walking, or working – look where you are going, anticipate and react to potential hazards, be particularly careful of kerbs, and changes in level. ● Take extra care when exiting vehicles or walking on rough, or cobbled surfaces, and In wet, or severe cold weather, | 4 | 1 | 4 |
| | Working on, or near Carriageways | Public and Workforce | Various injuries resulting from RTCs | | 5 | 2 | 10 | <ul style="list-style-type: none"> ● Wear PPE as required by Contract PPE Policy: <ul style="list-style-type: none"> ○ High Visibility Trousers ○ High Visibility Vest or Jacket ○ Safety Helmet or Vest ○ High ankle Lace up Safety Boots | 5 | 1 | 5 |
| | Cat 1 Defects and Make Safes | Workforce | Various injuries from Manual Handling / Slips / Trips / etc. | | 3 | 3 | 9 | <ul style="list-style-type: none"> ● If safe, able and within your physical capabilities, make safe defects, replace damaged or displaced Traffic Management or Pedestrian Barriers | 3 | 2 | 6 |

Title: Driven Highway Safety Inspections (Rural and Urban Carriageways)

| |
|----------|
| Generic |
| Guidance |

| | | | | | | | | | | | |
|--|--|----------------------|---|--|---|---|--|--|---|---|---|
| | | | | | | | <ul style="list-style-type: none"> If unable to make safe the issue, and it requires additional work call OCR and request ISU or other assistance | | | | |
| | Walked Inspections of Low Speed Single and Dual Carriageways | Workforce and Public | Serious or fatal injuries due to RTC's | | 5 | 4 | 20 | <ul style="list-style-type: none"> Care must be taken when walking on the grass verges where hazards, such as discarded objects, holes, open manholes, etc. are present. When practicable walk and face towards the 4direction of the Live Traffic. Keeping 0.5m (40mph and below) and 1.2m (above 40mph) back from edge of carriageway, or behind Vehicle Safety Barriers. If walking with your backs to the traffic regularly check behind you, for imminent or immediate hazards. At all times keep high visibility clothing fastened to maintain full visibility of Hi-vis clothing. Beware of changes in levels, kerb faces, and other hazards whilst walking on the Network | 5 | 1 | 5 |
| | Interface with Animals / Insects | Workforce | Major or minor injuries, from falls caused animals or insects | | 3 | 4 | 12 | <ul style="list-style-type: none"> Avoid confrontation with dogs, if a dog looks aggressive don't approach it. Insect bites or stings if you are allergic make sure you carry required medication at all time, make supervisor aware of this. Make sure you clean your hands before eating or touching your face especially if you have been working near water or in areas infested by rats. | 3 | 1 | 3 |
| | Poor Weather Conditions | Workforce and Public | Various Injuries including Serious or | | 5 | 4 | 20 | <ul style="list-style-type: none"> Driven Safety Inspections should not to be undertaken in poor light and low visibility weather conditions (such as heavy fog or | 5 | 1 | 5 |

Title: Driven Highway Safety Inspections (Rural and Urban Carriageways)

| |
|-----------------|
| Generic |
| Guidance |

| | | | | | | | | | | | |
|----------------------|---|----------------------|--|------------------|---|---|--------------|---|-----------------|---|---|
| | | | Fatal Injuries from RTCs | | | | heavy rain). | | | | |
| | Marking of Defects in Live Carriageways | Workforce and Public | Various Injuries including Serious or Fatal Injuries from RTCs | | 5 | 4 | 20 | <ul style="list-style-type: none"> Personnel should wait for a sufficient gap in the traffic prior to marking any defects on the carriageway. Personnel should face oncoming traffic, or use a lookout while marking defects; and Where gaps in the traffic are insufficient, Personnel should not attempt to mark the defect but instead should estimate the dimensions and location of the repair. | 5 | 1 | 5 |
| | Uneven Ground and Surfaces | Workforce | Various Injuries from slips and trips | | 3 | 4 | 12 | <ul style="list-style-type: none"> Wear appropriate high ankle lace up boots, Beware of changes in levels, kerb faces, and other hazards whilst walking on the Network | 3 | 2 | 6 |
| | Disposal of Waste Spray Cans | Environmental Damage | Environmental Impact | | 3 | 4 | 12 | <ul style="list-style-type: none"> Empty Spray Paint Cans are classed as hazardous waste, and must be disposed of via the dedicated marked Spray Can Disposal container. | 3 | 2 | 6 |
| | | | | | | | | • | | | |
| ASSESSOR NAME | | Adrian Graham | | SIGNATURE | | | | DATE | 11/12/18 | | |

RISK MATRIX

| | | SEVERITY | | | | |
|----------------|---|------------|-------|----------|--------|--------------|
| | | NEGLIGIBLE | MINOR | MODERATE | SEVERE | CATASTROPHIC |
| LIKELIHOOD | | 1 | 2 | 3 | 4 | 5 |
| IMPROBABLE | 1 | 1 | 2 | 3 | 4 | 5 |
| UNLIKELY | 2 | 2 | 4 | 6 | 8 | 10 |
| POSSIBLE | 3 | 3 | 6 | 9 | 12 | 15 |
| LIKELY | 4 | 4 | 8 | 12 | 16 | 20 |
| ALMOST CERTAIN | 5 | 5 | 10 | 15 | 20 | 25 |

SEVERITY:

| | |
|--------------|--|
| NEGLIGIBLE | No harm, or negligible harm |
| MINOR | No-lost-time injury, e.g. minor cuts/bruises |
| MODERATE | Less than 7-day lost-time injury |
| SEVERE | One or more 7-day lost-time injuries, or worse |
| CATASTROPHIC | Multiple major injuries, or fatalities |

LIKELIHOOD:

| | |
|----------------|--|
| IMPROBABLE | <1% probability. Fewer than one or two occurrences per year. |
| UNLIKELY | ~1% probability. Could be expected to happen a few times a year. |
| POSSIBLE | ~5% probability. Could be expected to happen about once per month. |
| LIKELY | ~20% probability. Could be expected to happen about once a week. |
| ALMOST CERTAIN | ~100% probability. Could be expected on an almost daily basis. |

RISK:

| | |
|-------|--|
| 0-4 | Low. Continue with existing controls/arrangements. |
| 5-9 | Medium. Proceed with caution. Consider implementing additional control measures. |
| 10-15 | High. Do not proceed with this type of activity without MD sign-off. Search for additional m |

Title: Walked Highway Safety Inspections

Generic

Guidance

PFI-H&S-MS-251**Walked Highway Safety Inspections**

9.0 SCOPE OF WORKS

- This document details the management methods and controls that are to be applied when, undertaking Walked Highway Safety Inspections.
- This Method Statement does not cover walked inspections on dual carriageway roads with Speed Limits above 40mph.

10.0 LOCATION

- This is a generic Method Statement and Risk Assessment, intended for use in a variety of Locations and Contracts.

11.0 SAFETY ISSUES

Resources

- Suitable Highway Safety Inspectors,

Work Equipment

- Suitable Inspection Vehicle, marked as below:
 - Conspicuous Colour (White or Yellow), or fitted with a high visibility strip along each side,
 - Highway Maintenance Sticker, with 70mm lettering
 - High Visibility Chevrons on the rear of the vehicle,
 - Roof-mounted amber light bar (visible 360°) with a minimum of two independent light sources;
- Hand Held PDA, with built-in phone, email, GPS, mapping and camera capabilities.
- Measuring wheel; measuring tapes, etc.

Materials

- Spray Marker Paint

Work Restrictions

Birmingham PFI Specific

- Authorisation must be obtained for any of the following activities adjacent to the Midland Metro:
 - where part of the site, tools, materials, machines, suspended loads or persons could enter the Midland Metro Hazard Zone,
 - which could force pedestrians to be diverted into the Midland Metro Hazard Zone,

For more information about safe working procedures contact 0121 214 7196 or permits@centro.org.uk

Sheffield PFI Specific

- **WORKING NEAR OR WITHIN THE SUPERTRAM SYSTEM**

All work undertaken on or near the South Yorkshire Supertram system must comply with the Supertram code of practice document, where work:

- is to be carried out within the Supertram swept path,
 - or within 2.75m of Supertram overhead line equipment (including where work equipment enters within that distance),
 - or on Supertram operational land
- If the works may be affect the Supertram, then:

Title: Walked Highway Safety Inspections

Generic

Guidance

- Written permission must be obtained from the Supertram engineer,
- And all workers must have written permission from their supervisor,
- Where there is any doubt about the need to obtain permission before work begins contact the Supertram operations control centre on 0114 2798128.

NI DBFO Specific

- N/a

Trafford Highways Specific

- N/a

12.0 METHOD OF CARRYING OUT THE WORKS

Works Vehicle

- Drive and park the Works Vehicle as a normal Member of the Public would (therefore no specific Works Vehicle specification requirements),
- Prior to use carry out a pre-use Inspection of the Works Vehicle, to ensure it is fit for use.

Lone Working

- Each Inspector must have a charged, and usable Mobile Telephone, on them at all times, including when working away from the Works Vehicle.
- Follow the Lone Working Procedure and Telephone or text your Line Manager, periodically through the day, or utilize a Lone Working System like 'Alertabuddy'.
- When driving towards an inspection area, mentally assess the Lone Working Risks
- If you feel unwell, or are suffering with:
 - chest pain,
 - difficulty in breathing,
 - severe loss of blood,
 - severe burns or scalds,
 - choking,
 - fitting or concussion,
 - or, severe allergic reactions.

Dial 999 immediately, and request an Ambulance / Paramedic

- If lone working, and you feel unwell, do not find a quiet area to rest, or sit in your Works Vehicle, sit or rest in a public place, so members of public can call an Ambulance if needed.

Parking

- Whilst carrying out Inspections park the Works Vehicle as per a normal member of public, on the carriageway following the Highway Code, or park in a Public Car Park.

Public Interface

- Your behavior can have a positive, or a negative effect on members of public, always be polite and courteous when talking to members of the public,
- Never argue or lose your composure when communicating with members of Public, if discussions get heated or threatening try to politely leave the area, or seek assistance / support,
- Remember that people who act in an antisocial way may be under the influence of alcohol or drugs and therefore may not act in a rational manner,

Title: Walked Highway Safety Inspections

Generic

Guidance

- Be particularly aware of groups as there is quite often at least one member who is trying to show off to the others, try to recognise the ring leaders to judge the mood of the group,
- The following techniques are useful in reducing tension and hence reducing the likelihood of violence erupting:
 - Anticipate danger by reading non-verbal signals (e.g. facial expression, gestures)
 - Recognise verbal signals (e.g. tone of voice, abusive threats)
 - Maintain self-control in the face of aggression
 - Project confidence and reassurance
 - Speak calmly, clearly
 - Talk while walking if possible
 - Do not allow situation to develop in front of a group
 - Be prepared to walk away from a threatening situation
 - Allow compromise, which permits face-saving exit to aggressor
- If you are working alone and fear for your safety, you should leave the area, and then summon help.
- If there is any danger, or risk to anyone's safety, or an incident is ongoing, you should dial 999.

Planning and Risk Assessing of Works

- Upon approaching the inspection area to be surveyed, assess the weather, road conditions, traffic speed and traffic flows, to ensure that the flow is not too great to accommodate the inspection.

Carrying Out Walked Inspections

- The Highway Safety Inspector, should:
 - load the PDA with Safety Inspection route information,
 - drive or walk to Safety Inspection route start point,
 - park Inspection Vehicle in safe position (if appropriate),
 - initiate inspection process on PDA (creating date and time stamp for inspection route start),
 - complete walked Safety Inspection from Footway or Footpath,
 - records safety defects on PDA,
 - synchronises PDA on recording any Urgent Defects, or Faults to ensure defect record is immediately available to the OCR,
 - for Urgent Defects and Urgent Faults, Highway Inspector phones the OCR to ensure receipt of the report by the OCR for immediate action,
 - records completion of Safety Inspection (creating date and time stamp for inspection route completion).

Marking Defects

- Personnel should wait for a sufficient gap in the traffic prior to marking any defects on the carriageway, and Personnel should face oncoming traffic,
- Where gaps in the traffic are insufficient, Personnel should not attempt to mark the defect but instead should estimate the dimensions and location of the repair.
- Be careful when storing Spray Cans in Inspection Vehicles, and protect them from accidental damage, sunlight and high temperatures
- Empty Spray Paint Cans are classed as hazardous waste, and must be disposed of via an approved disposal route

Title: Walked Highway Safety Inspections

Generic

Guidance

13.0 ASSOCIATED DOCUMENTS

- N/a

14.0 RECORD OF REVISIONS

| Rev. | Date | Comment | Document Owner |
|------|-----------|---|----------------|
| 01 | June 2013 | Initial Method Statement | Adrian Graham |
| 02 | Aug, 2013 | Revised Method Statement post Mobilisation | Adrian Graham |
| 03 | Oct. 2018 | Reviewed, Revised and Reformatted Risk Assessment | Adrian Graham |
| | | | |

Title: Walked Highway Safety Inspections

| |
|----------|
| Generic |
| Guidance |

15.0 Risk Assessment

| RISK ASSESSMENT TITLE: Walked Highway Safety Inspections | | | | | | | | | | | |
|--|-------------------|----------------------|--------------------------------------|---------------------------------|--------------------|---|----|--|---------------------|---|---|
| SUB ACTIVITY | HAZARD | WHO AFFECTED | HOW THEY MAY BE HARMED | EXISTING CONTROLS (if relevant) | INITIAL RISK LEVEL | | | CONTROL MEASRES | RESIDUAL RISK LEVEL | | |
| | | | | | S | L | R | | S | L | R |
| Walked Highway Safety Inspections | Works Vehicle | Public and Inspector | Various injuries resulting from RTCs | | 4 | 2 | 8 | <ul style="list-style-type: none"> As driving and parking as a normal Member of the Public, no specific specification requirements Carry out a pre-use Inspection of the Works Vehicle | 4 | 1 | 4 |
| | Individual Health | Inspector | Various consequences including death | | 5 | 2 | 10 | <ul style="list-style-type: none"> Report any medical issues to your Line Manager, to assess the risks, or introduce additional risk controls All Inspectors to be subject to Three Yearly Health Assessments via Medigold If you feel unwell, with: <ul style="list-style-type: none"> chest pain difficulty in breathing severe loss of blood severe burns or scalds choking fitting or concussion or, severe allergic reactions. Dial 999 immediately, and request an Ambulance / Paramedic If lone working, and you feel unwell, do not find a quiet area to rest, or sit in your Works Vehicle, sit or rest in a public place, | 5 | 1 | 5 |

Title: Walked Highway Safety Inspections

| |
|----------|
| Generic |
| Guidance |

| | | | | | | | | | | | |
|--|----------------------------------|----------------------|--------------------------------------|--|---|---|---|---|---|---|---|
| | | | | | | | so members of public can call an Ambulance if needed. | | | | |
| | Parking of Works Vehicle | Public and Inspector | Various injuries resulting from RTCs | | 4 | 2 | 8 | <ul style="list-style-type: none"> Park as per a normal member of public, on the carriageway following the Highway Code, or park in a Public Car Park | 4 | 1 | 4 |
| | Lone Working | Inspector | Various consequences including death | | 5 | 2 | 10 | <ul style="list-style-type: none"> Follow the Lone Working Procedure and Telephone or text in your Line Manager, periodically, or use a Lone Working System like 'Alertabuddy' Each Inspector must have a charged, and usable Mobile Telephone, on them at all times, including when working away from the Works Vehicle. When driving towards an inspection area, mentally assess the Lone Working Risks and where practical choose a less risky location to carry out the sample Performance Inspection. | 5 | 1 | 5 |
| | Interface with Members of Public | Public and Inspector | Violence and Abuse | | 4 | 2 | 8 | <ul style="list-style-type: none"> Your behaviour can have a positive, or a negative effect on members of public, always be polite and courteous when talking to members of the public, Never argue or lose your composure when communicating with members of Public, if discussions get heated or threatening try to politely leave the area, or seek assistance / support, Remember that people who act in an antisocial way may be under the influence of alcohol or drugs and therefore may not act in a rational manner, Be particularly aware of groups as there is quite often at least one member who is trying to show off to the others, try to | 4 | 1 | 4 |

Title: Walked Highway Safety Inspections

| |
|----------|
| Generic |
| Guidance |

| | | | | | | | | | | | |
|--|-----------------|-----------|---|--|---|---|---|--|---|---|---|
| | | | | | | | | <p>recognise the ring leaders to judge the mood of the group,</p> <ul style="list-style-type: none"> The following techniques are useful in reducing tension and hence reducing the likelihood of violence erupting: <ul style="list-style-type: none"> Anticipate danger by reading non-verbal signals (e.g. facial expression, gestures) Recognise verbal signals (e.g. tone of voice, abusive threats) Maintain self-control in the face of aggression Project confidence and reassurance Speak calmly, clearly Talk while walking if possible Do not allow situation to develop in front of a group Be prepared to walk away from a threatening situation Allow compromise, which permits face-saving exit to aggressor If you are working alone and fear for your safety, you should leave the area, and then summon help. If there is any danger, or risk to anyone's safety, or an incident is ongoing, you should dial 999. | | | |
| | Slips and Trips | Inspector | Various injuries including broken bones | | 4 | 2 | 8 | <ul style="list-style-type: none"> Concentrate when walking, or working – look where you are going, anticipate and react to potential hazards, be particularly careful of kerbs, and changes in level. Take extra care when exiting vehicles or walking on rough, or cobbled surfaces, and | 4 | 1 | 4 |

Title: Walked Highway Safety Inspections

| |
|----------|
| Generic |
| Guidance |

| | | | | | | | | | | | |
|--|--|----------------------|--|--|---|---|----|---|---|---|---|
| | | | | | | | | | | | |
| | Working on, or near Carriageways | Public and Workforce | Various injuries resulting from RTCs | | 5 | 2 | 10 | <ul style="list-style-type: none"> In wet, or severe cold weather, <ul style="list-style-type: none"> Wear PPE as required by Contract PPE Policy: <ul style="list-style-type: none"> High Visibility Trousers High Visibility Vest or Jacket Safety Helmet or Vest High ankle Lace up Safety Boots | 5 | 1 | 5 |
| | Cat 1 Defects and Make Safes | Workforce | Various injuries from Manual Handling / Slips / Trips / etc. | | 3 | 3 | 9 | <ul style="list-style-type: none"> If safe, able and within your physical capabilities, make safe defects, replace damaged or displaced Traffic Management or Pedestrian Barriers If unable to make safe the issue, and it requires additional work call OCR and request ISU or other assistance | 3 | 2 | 6 |
| | Walked Inspections of Low Speed Single and Dual Carriageways | Workforce and Public | Serious or fatal injuries due to RTC's | | 5 | 4 | 20 | <ul style="list-style-type: none"> Care must be taken when walking on the grass verges where hazards, such as discarded objects, holes, open manholes, etc. are present. When practicable walk and face towards the direction of the Live Traffic. Keeping 0.5m (40mph and below) and 1.2m (above 40mph) back from edge of carriageway, or behind Vehicle Safety Barriers. If walking with your backs to the traffic regularly check behind you, for imminent or immediate hazards. At all times keep high visibility clothing fastened to maintain full visibility of Hi-vis clothing. Beware of changes in levels, kerb faces, and other hazards whilst walking on the Network | 5 | 1 | 5 |
| | Interface | Workforce | Major or minor | | 3 | 4 | 12 | <ul style="list-style-type: none"> Avoid confrontation with dogs, if a dog | 3 | 1 | 3 |

Title: Walked Highway Safety Inspections

| |
|-----------------|
| Generic |
| Guidance |

| | | | | | | | | | | | |
|----------------------|---|----------------------|--|------------------|---|---|----|---|-----------------|---|---|
| | with Animals / Insects | | injuries, from falls caused animals or insects | | | | | looks aggressive don't approach it. <ul style="list-style-type: none"> Insect bites or stings if you are allergic make sure you carry required medication at all time, make supervisor aware of this. Make sure you clean your hands before eating or touching your face especially if you have been working near water or in areas infested by rats. | | | |
| | Poor Weather Conditions | Workforce and Public | Various Injuries including Serious or Fatal Injuries from RTCs | | 5 | 4 | 20 | <ul style="list-style-type: none"> Driven Safety Inspections should not to be undertaken in poor light and low visibility weather conditions (such as heavy fog or heavy rain). | 5 | 1 | 5 |
| | Marking of Defects in Live Carriageways | Workforce and Public | Various Injuries including Serious or Fatal Injuries from RTCs | | 5 | 4 | 20 | <ul style="list-style-type: none"> Personnel should wait for a sufficient gap in the traffic prior to marking any defects on the carriageway. Personnel should face oncoming traffic, or use a lookout while marking defects; and Where gaps in the traffic are insufficient, Personnel should not attempt to mark the defect but instead should estimate the dimensions and location of the repair. | 5 | 1 | 5 |
| | Uneven Ground and Surfaces | Workforce | Various Injuries from slips and trips | | 3 | 4 | 12 | <ul style="list-style-type: none"> Wear appropriate high ankle lace up boots, Beware of changes in levels, kerb faces, and other hazards whilst walking on the Network | 3 | 2 | 6 |
| | Disposal of Waste Spray Cans | Environmental Damage | Environmental Impact | | 3 | 4 | 12 | <ul style="list-style-type: none"> Empty Spray Paint Cans are classed as hazardous waste, and must be disposed of via the dedicated marked Spray Can Disposal container. | 3 | 2 | 6 |
| ASSESSOR NAME | | Adrian Graham | | SIGNATURE | | | | DATE | 02/10/18 | | |

Title: Walked Highway Safety Inspections

| |
|----------|
| Generic |
| Guidance |

RISK MATRIX

| | | | | | | |
|-------------------|---|-----------------|-------|----------|--------|--------------|
| | | SEVERITY | | | | |
| | | NEGLIGIBLE | MINOR | MODERATE | SEVERE | CATASTROPHIC |
| LIKELIHOOD | 1 | 1 | 2 | 3 | 4 | 5 |
| | | 1 | 2 | 3 | 4 | 5 |

SEVERITY:

| | |
|--------------|--|
| NEGLIGIBLE | No harm, or negligible harm |
| MINOR | No-lost-time injury, e.g. minor cuts/bruises |
| MODERATE | Less than 7-day lost-time injury |
| SEVERE | One or more 7-day lost-time injuries, or worse |
| CATASTROPHIC | Multiple major injuries, or fatalities |

LIKELIHOOD:

| | |
|----------------|--|
| IMPROBABLE | <1% probability. Fewer than one or two occurrences per year. |
| UNLIKELY | ~1% probability. Could be expected to happen a few times a year. |
| POSSIBLE | ~5% probability. Could be expected to happen about once per month. |
| LIKELY | ~20% probability. Could be expected to happen about once a week. |
| ALMOST CERTAIN | ~100% probability. Could be expected on an almost daily basis. |

RISK:

Rev: 03 Date: Oct. 18

Ref:

Title: Walked Highway Safety Inspections

| |
|----------|
| Generic |
| Guidance |

| | | | | | | |
|----------------|---|---|----|----|----|----|
| UNLIKELY | 2 | 2 | 4 | 6 | 8 | 10 |
| POSSIBLE | 3 | 3 | 6 | 9 | 12 | 15 |
| LIKELY | 4 | 4 | 8 | 12 | 16 | 20 |
| ALMOST CERTAIN | 5 | 5 | 10 | 15 | 20 | 25 |