

**Highway Safety Inspection  
Policy  
December 2018 – Version 6**



**SURREY**

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## 1. Objectives

The Highway Safety Inspection regime has been developed in accordance with the recommendations contained in the Code of Practice for Well Managed Highway Infrastructure (2016). Our regime is set out within a practical and reasonable framework of risk assessment and inspection frequency, which takes account of all road users, including those who are most vulnerable.

Our main objectives are:

- To locate and identify defects on the highway, and where appropriate, adjacent to the highway.
- To assess the potential risks of damage and/or injury to highway users that may result from these defects.
- To ensure that appropriate measures are put in place to manage the risk.
- To ensure that the measures are effective in eliminating, or at least minimising the risk.

**In practice, making safe, signing and/or repairs should be carried out within the designated time constraints, in order that, as far as is reasonably practicable, the condition of the highways is what a reasonable person would expect to find.**

## 2. Inspection frequencies

This Policy sets out the inspection frequencies and repair response times that the authority will apply to maintain the highway in a safe condition, as required under the Highways Act 1980.

Inspection frequencies are aligned with the asset hierarchy categories detailed in the Highway Hierarchy Definition Policy and are set out in the tables below.

### Carriageways

*Table 1: Carriageways inspection frequency*

Surrey Priority Network level	Safety Inspection Frequency
SPN Level 1	1 Month
SPN Level 2	1 Month
SPN Level 3	1 Month
SPN Level 4a	3 Months
SPN Level 4b	12 Months
SPN Level 5 (ROW)	See Public Rights of Way table on page 5

## Footways

Table 2: Footways inspection frequency

Surrey Footway Hierarchy	Safety Inspection Frequency
Primary Walking Route	1 Month
Secondary Walking Route	3 Months
Link Footway	6 months
Local Access Footway	12 months

## Cycle Routes

Table 3: Cycle routes inspection frequency

Category	Description	Surrey Hierarchy Description adopted from CoP	Safety Inspection Frequency
A	Cycle Lanes (Mandatory / Advisory)	Cycle lane forming part of the carriageway, commonly a strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entry to traffic, but allowing cycle access).	As for carriageway
B	Cycle Tracks	Cycle track - a route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or unsegregated.	As for walked inspection frequency
C	Greenway	Cycle trails, leisure routes through open spaces. These are not necessarily the responsibility of the highway authority, but may be maintained by an authority under other powers or duties.	As for Rights of Way
D	Signed Advisory Route	Cycle provision on carriageway, other than a marked cycle lane or marked cycle provision, where cycle flows are significant.	As for carriageway
E	Cycle-friendly traffic management	As identified on traffic regulation order (TRO)	N/A

**Public Rights of Way – Surrey Priority Network Level 5 [carried out under separate inspection]**

Table 4: Public Rights of Way Inspections frequency

Category	Inspection Frequency
All Public Rights of Way (ROW)	Responding to notification
Hard Surfaced Rights of Way (Not including where they form part of a private road)	As per hierarchy of that section – footway or carriageway

### 3. Response categories

All defects identified during safety inspections are to be categorised as **Immediate or Safety**.

The categories can be defined as follows:

Table 5: Response categories and their description

Response Category	Description
Immediate Response (Priority 1)	Defects presenting the highest risk of harm to the public, thus requiring immediate attention to secure, guard, warn or make safe. Response will be within two hours of the defect being reported.
Safety Priority 2	Defects will be repaired or made safe within 5 working days. If it is not possible to permanently correct/repair defect within 5 working days, a permanent repair should be carried out within 20 working days, where appropriate i.e. unless maintenance/improvement works are planned within a timescale not exceeding 6 months. This timescale should be appropriate to the defect type, location road/footway classification and usage. The defect will be kept safe pending permanent repair as part of planned works.
Safety Priority 3	Defects that are deemed not to represent an immediate or imminent hazard or not as risk of short-term structural deterioration. A permanent repair will be carried out within 20 working days, where appropriate i.e. unless maintenance/improvement works are planned within a timescale not exceeding 6 months. This timescale should be appropriate to the defect type, location road/footway classification and usage. The defect will be kept safe pending permanent repair as part of planned works.

Note: working days for the purposes of this policy are Monday to Friday, excluding bank holidays.

## 4. Identification of defects

The table below sets out the various defects to be identified in a safety inspection. The defects are arranged in groups according to the element of the highway in which they occur. The list is not exhaustive and persons carrying out the safety inspections are requested to record any defect that might create a hazard to users of the highway.

Table 6: Defect types to be identified in a safety inspection

Element	Defect
Carriageway	Potholes Loose material (to include debris, spillages or contamination) Regulatory markings faded and worn Ironwork, missing, broken, tilted, sunken or projecting Displaced road studs Edge damage on un-kerbed roads Unevenness due to rutting, humps, corrugations
Kerbing	Loose, tilted, projecting
Footways	Pre-formed unit paving rocking, trips or missing Potholes General surface defects – trips, bumps, depressions etc Ironwork, broken, tilted, rocking, missing or projecting
Furniture*	Rails, barriers, safety fencing, fences, posts - excessive defects Road signs and signals - excessive defects Unlawful signs – safety hazard
Trees and vegetation	On the highway – diseased, dead, dangerous all or part about to fall Off highway – safety hazard
Verges**	Surface defects Ironwork/covers, broken, missing or projecting
No defects	No relevant defects found
External defect	Third party, statutory undertaker defect

\* For a large number of street furniture elements some form of prefabrication would be required to achieve a permanent repair which may not be possible within 20 working days. Under these circumstances the defect would be made safe until a permanent repair was possible.

\*\* Verges primarily consist of soft soil/material and will also contain natural undulations, depressions, ditches, shrubs, branches, tree stumps and the like. They cannot be maintained to the same specifications and standards as the metalled carriageway.

The response categories referred to in Section 4 are included as a separate appendix to this document. The three elements of the matrix are:

1. Carriageway inspections
2. Footway and kerb inspections
3. Street furniture, verges, vegetation and structural inspections (on or adjacent to the highway) – *normally done in conjunction with the footway inspections*

The risk matrix is intended as a guide for inspectors to enable them to identify **defects, which present a foreseeable risk of injury or damage to users of the highway**. It is important to remember that these are recommended standards, and there may be

occasions where it is necessary to select a different response level appropriate to the defect type and its location, road/footway classification and usage.

Appropriate record keeping measures will be taken to ensure that permanent records of safety inspections are maintained, from the data logged during the inspection and of the action taken to make safe or repair etc. This includes for recording of nil returns and defects associated with third party statutory undertakers.

## 5. Additional information on inspection and response arrangements

### Other inspection regimes

Trees, Street lamps and columns, internally illuminated road signs and external lighting units, together with traffic signals, pedestrian signals and other control and monitoring installations are generally included for inspection purposes in other maintenance regimes. Nevertheless, the highway inspector is expected to note and report a potential hazard found during a safety inspection.

### Other inspection information

The inspector is expected to carry out the highway safety inspection in reference to the matrix but is also expected to note and report any potential highway hazard found during a safety inspection.

### Defects reported by the public

Immediate response defects reported by the public will be actioned in accordance with the immediate response category. Safety defects reported by the public will be reviewed within 5 working days and actioned where necessary, in accordance with the above response categories.

### Severe Weather Events

The following may be implemented during periods of severe weather in response to operational considerations;

- An increase or reduction in the frequency of safety inspections
- An increase or reduction in the response times for defects

*Table 7: Severe Weather Events category and response times*

Category	Severe Weather Response Time
Immediate (Priority 1)	A response time of four hours
Safety Priority 2	A response time of 7 working days on all parts of the network (Permanent repair within 40 calendar days)
Safety Priority 3	A response time of 40 calendar days

The Severe Weather response times will be implemented on agreement by Network and Asset Management Group Manager (or nominated deputy).