

1 METHODOLOGY OF KHS SAFETY INSPECTIONS

1.1 Safety Inspection routes and frequencies

EVERY road, footway and cycleway within Kent Highway Services' jurisdiction is allocated to an inspection route. The mode and frequency of inspection is determined by the Maintenance Hierarchy, which was established by Kent Highway Services in 1999 and can be found in Kent's Highway Asset Maintenance Plan.

Kent Highway Services' safety inspection programme dictates pre-determined frequencies for carriageways, footways and cycleways, which are:

Carriageways

Road Category	Approx. Length (km) in Kent	Frequency	Mode of Inspection
Major Strategic*	408	Monthly*	Driven (double manned)
Other Strategic*	781	Monthly*	Driven (double manned)
Locally Important	1174	6 monthly	Driven (double manned)
Minor Roads	6000	6 monthly	Driven (double manned)

*High speed dual carriageways comprising of the A256, A249 (M20 to M2), A229 Bluebell Hill and A299 Thanet Way, and any other sections of the road network with high-speed, large volume traffic flows (subject to approval by divisional managers), are to be inspected on a weekly basis.

Footways

Footway Category	Frequency	Mode of Inspection
Heavy Use (i.e., areas that attract large numbers of pedestrians – major shopping areas, shopping parades, prime seafront areas, walks to schools where 'walking buses' operate etc.)	Monthly	On foot (single inspector)
Other Urban/Rural	Yearly	On foot (single inspector)

Cycleways

Cycleway Category	Frequency	Mode of Inspection
On Road	As for carriageways	Driven (double manned)
On Footway	AS for footways	On foot (single inspector)
Off highway	UNDER REVIEW	UNDER REVIEW

The frequency of any safety inspection can be increased (subject to divisional managers' approval) if a carriageway or footway is deteriorating rapidly with intervention defects occurring frequently.

1.2 Ad-hoc safety inspections

If part of an inspection route is being routinely inspected at a higher than pre-determined frequency because of special circumstances then these supplementary inspections should form part of the routine safety inspection programme.

However, any other safety inspection that is undertaken outside of the pre-determined route and frequency is defined as an ad-hoc safety inspection. Such inspections will be carried out in response to reports of defects submitted by members of the public or Kent Police, or when an inspector notices a problem on his/her travels.

1.3 Flexibility of timescales for safety inspections

It is essential that safety inspections be carried out on time and within specified tolerances. Good time management is the key to ensure that realistic inspection routes are in place, and each divisional network operations manager is responsible for the day to day management of the safety inspection programme within the division.

Kent Highway Services has established the following tolerances for safety inspections:

Frequency of Inspection	Tolerance
Weekly	+ or – 1 working day from designated date.
Monthly	Within the same week of the designated date
6 monthly	+ or – 12 working days from designated date
Yearly	+ or – 12 working days from designated date

If a safety inspection cannot be completed within the tolerance, due to unforeseen circumstances such as inclement weather (e.g., snow, standing floodwater or major roadworks) then a record of the fact **MUST** be entered onto the KHS safety inspection record form. The site in question **MUST** be re-visited and inspected as soon as practically possible. In these circumstances a supplementary safety inspection record must be completed and linked back to the 'original' record.

If a road is particularly obstructed with cars, due to parking, and a full safety inspection cannot be carried out then a note to this effect should be added to the standard inspection record. Roads that are prone to vehicle obstruction at certain times during the day (i.e., in the vicinity of schools) should be inspected outside of these periods. Highway inspectors should liaise with their line manager beforehand if a relaxation of procedures relating to overtime is required.

1.4 Driven safety inspections

- **All vehicles **MUST** be double manned when carrying out ALL driven safety inspections.**
- **Mobile inspections on high-speed dual carriageways should be undertaken using a KHS inspection vehicle that is specifically designed for that purpose.**
- **Driven inspections of dual carriageways are to be undertaken in both directions.**

Where private/pool/lease vehicles are being used for inspections they **MUST** be highly conspicuous. They should display visibility markings and a Highway Maintenance sign, and be fitted with a roof mounted amber flashing beacon as a minimum (a double beacon or light bar is preferable) to warn other highway users that an inspection is taking place.

Every possible precaution **MUST** be taken to ensure that the inspection is carried out in the safest way possible (see chapter 6 of this Manual for a generic risk assessment). If highway inspectors consider that circumstances make it unsafe to carry out a routine safety inspection then they should consult with their line manager.

1.5 Walked safety inspections

As with any activity on the highway, highway inspectors **MUST** wear the appropriate safety equipment at ALL times when carrying out inspections on foot.

When carrying out a walked inspection highway inspectors are required to walk in both directions on opposite footways and identify defects over the whole highway (refer to section 2 of this Chapter). Further passes may be necessary in certain circumstances (e.g., busy shopping areas).

Again, every possible precaution **MUST** be taken to ensure that the inspection is carried out in the safest way possible (see chapter 6 of this Manual for a generic risk assessment). If highway inspectors consider that circumstances make it unsafe to carry out a routine safety inspection on foot then they should consult with their line manager.

1.6 Cycled safety inspections

This mode of inspection is voluntary and highway inspectors opting to use bicycles should ensure that their machines are roadworthy. High visibility jackets **MUST** be worn at all times.