



**Highways Act 1980 Section 58 Highway Safety
Inspections**

CODE OF PRACTICE

FOR

HIGHWAY SAFETY INSPECTIONS

2009

INSPECTORS HANDBOOK EDITION ONE

**Cheshire East Council
Places Directorate – Regeneration Service**

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CODE OF PRACTICE

FOR

HIGHWAY SAFETY INSPECTIONS

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PART 1 – GENERAL

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ROUTINE MAINTENANCE MANAGEMENT SYSTEM
CODE OF PRACTICE
FOR
SAFETY INSPECTIONS TO BOROUGH ROADS
PART 1

INTRODUCTION

1.1. Cheshire East Council Policy: Highway Safety Inspections

The network of borough highways maintainable at the public expense is to be inspected to a regular frequency appropriate to each category of road. Defects are to be assessed against a Code of Practice which has been devised to take account of the provisions of Section 58 of the Highways Act 1980. Inspection is to result in action to repair defects found within a timescale that is reasonable in the opinion of the Highway Authority for the seriousness of the defect and the risk to the public.

1.2. This Document

This document describes the Safety Inspections carried out by trained inspectors & investigators. It sets out the Standards to be followed on the borough roads of Cheshire East. It is to be used by all members of staff who may be required to report defects or to visit sites to check on defect reports from members of the public, police etc.

In most cases the advice given will be adequate but staff will be expected to apply common sense as not every eventuality can be covered.

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The important message is that details of inspections, defects and intended repairs must be recorded. The record is not complete until the details of the subsequent repairs have been entered in the system.

This document will be updated from time to time by means of insertion pages replacing or adding to those in the first edition. Each page has an Amendment Number & Issue Date. Each document is numbered and the recipient will be required to keep that copy up to date.

1.3. Highway Inspections

Highway visual condition inspections used to record defects in highway condition are of three types:

Safety	to visit all highways maintainable at the public expense to a regular schedule, record hazards and initiate action to make safe within the time scales set out in this code
Detailed	Annually to record hazards plus non urgent repairs that are to be considered for inclusion in a programme of works.
Structural	to assess the overall structural condition of Sections of the road network so that funds can be allocated where need is greatest.

This Code sets out the criteria for Safety Inspections. It does not include inspections for ice & snow. Winter maintenance policy & practice forms a separate volume.

2 LEGAL FRAMEWORK

2.1. Highway Safety

The Highway Authority has a legal duty to maintain its highways. Under Section 41 of the Highways Act 1980 it may be exposed to the possibility of actions for breach of statutory duty if it fails to maintain a highway.

The Borough policy of regular inspections and the subsequent actions to repair are designed to meet that duty. The records maintained in the 'Confirm' Business Management System assist in establishing the facts and provide evidence of the current maintenance standards.

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The regular inspection / recording / retrieval system and the consequent action provide both a formal record of the condition of the highway and the defence for the Highway Authority under Section 58 of the Highways Act 1980. The recording of inspections & investigations made following notification of a possible hazard by members of the public, the Police etc. or on the receipt of a Third Party Claim is essential in establishing a comprehensive defence.

In order to provide a defence against a claim there must be written standards of maintenance, strictly followed, which are in accordance with nationally accepted criteria. The Highway Authority needs to show that it had effective policies and that they were adhered to. The 'Confirm' Business Management System is designed to be a key element in that task.

2.2. Definition of Maintenance and Repair

The ordinary meaning of 'maintain' is to keep something in the state that enables it to serve the purpose for which it exists. (Case: Shaw L.J. [1978] Q.B. 343 et 364). It is broader than just matters of repair and keeping in repair. Maintenance is defined in the Highways Act 1980 Section 329(1) as including repair. A partial definition such as this suggests a wider meaning beyond mere repair.

Maintenance includes the removal of obstructions in the highway such as illegal signs, snow and overgrown hedges & trees.

Maintenance includes keeping road markings, street lights and signs in a condition to serve the purpose for which they exist. The provision of an adequate system of drainage is included in maintenance. (Burneside v. Emerson [1968] All E.R. 745A). These things also have to be kept in repair.

Maintenance does not mean improvement. There is no duty on a Highway Authority to improve highways. Thus there is no duty on the Highway Authority to widen an existing highway, even if an accident may be said to be attributable to the amount of traffic using a road which is too narrow. (Highway Law, S.J.Sauvain 1989 p 104 Sect 5-21).

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2.3. The Highways Act 1980

"The Act expressly provided that the reasonableness of the Authority's actions in attempting to perform the duty of maintenance could form a defence to the action.

The burden of proof was to be on the highway authority to establish that it had taken such care as was in all the circumstances reasonably required to secure that the part of the highway to which the action related was not dangerous for traffic.

This statutory defence is contained in the Highways Act 1980, Section 58. (Highway Law, S.J.Sauvain 1989 p95 Sect 5-03)

The statutory defence is based on the standards and provisions contained in this code. Insurance against third party highways claims is carried by Cheshire East Council for all highways maintainable at the public expense in the Borough.

The Authority needs to establish that it has acted reasonably, which it would do by the production of adequate documentation and evidence in support of actions taken. In Cheshire East, these include a defined and monitored inspection regime, inspection records, the ordering of works of repair and regular audits.

2.4. Ensuring a Defence

A plaintiff must show that the highway was not in a reasonably safe state as a result of failure to maintain. The test is whether the state of the highway was such as to cause a reasonably foreseeable danger.

For the purposes of a defence under subsection (1) of Section 58, the court shall in particular have regard to the following matters:

(a) the character of the highway, and the traffic which was reasonably expected to use it;

(b) the standard of maintenance appropriate for a highway of that character and used by such traffic;

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(c) the state of repair in which a reasonable person would have expected to find the highway;

(d) whether the Highway Authority knew, or could reasonably have been expected to know, that the condition of the part of the highway to which the action relates was likely to cause danger to users of the highway;

(e) where the Highway Authority could not reasonably have been expected to repair that part of the highway before the cause of the action arose, what warning notices of its condition had been displayed;

Three points have to be established if a case is taken to law. (Lecture paper given at the Institution of Civil Engineers June 4th 1993)

(a) The plaintiff must show that the highway had not been properly maintained and that it was thereby dangerous to traffic.

(b) Secondly the plaintiff has to establish that the dangerous condition was the cause of the accident.

(c) The Highway Authority has to prove that it took all reasonable steps to ensure that the highway was safe (Section 58 H A 1980) and/or that the plaintiff was guilty of contributory negligence. (Burnside v. Emerson [1968] 1 L.W.R. 1490)

but for the purposes of such a defence it is not relevant to prove that the Highway Authority had arranged for a competent person to carry out or to supervise the maintenance of the part of the highway to which the action relates unless it is also proved that the authority had given proper instructions with regard to the maintenance of the highway and that those instructions had been carried out.

2.5. Statutory Undertakers

Section 58 does not apply to damage resulting from statutory undertakers works or apparatus forming part of the highway surface.

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The following sections of the New Road and Street Works Act apply to reinstatements.

Sections 70 & 71. The undertakers must ensure that their Reinstatements conform to the requirements of the "Specification for the Reinstatement of Openings in Highways" published in 1991.

Section 72. If a reinstatement is causing a danger, the highway authority may carry out appropriate work at the undertakers expense.

The Highway Authority becomes responsible for a permanent reinstatement upon expiry of the guarantee period which is two years (three years in the case of openings deeper than 1.5 metres). Except where it has been proved that the statutory undertaker failed to meet the HAUC reinstatement specification.

Statutory Undertakers are entitled to rely on the Highway Authority's inspections where they do no inspections themselves.

In Reid v British Telecommunications plc (1987) it was held that the Undertaker was not negligent in relying on a Highway Authority's six monthly inspections rather than itself conducting regular inspections of the condition of its manhole covers. However, if an undertaker did so rely, it was to be taken to have the same knowledge of their condition as it would or ought to have had if it had carried out its own inspection at the time of the Highway Authority's inspection. **To achieve this the Highway Authority must promptly inform the utility of any dangerous defect.**

Hazardous defects in undertakers apparatus, insofar as it forms part of the highway surface, or reinstatements discovered during an inspection must be recorded and a report sent immediately to the Area Highways Office in order that the correct statutory undertaker may be informed.

Swift recorded action may be necessary by the Superintendent by telephone and FAX or Email. Any failure to report such defects could place responsibility for damages partly on the Highway Authority. (Nolan v. North West Water & Merseyside County Council 1982).

Action may need to be taken by the Highway Authority if the Undertaker does not respond within a reasonable time set by the highway authority.

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“The Nolan Principal” is often cited by Statutory Undertakers and their insurers in the event of a third party claim being made against them. If the principal is upheld the Highway Authority and the Undertaker share the costs on a 50:50 basis. Nolan is unlikely to succeed when the highway authority has an effective inspection & repair system and can demonstrate that it was in use and that the Undertakers were promptly informed of the defect.

2.6. Other Authorities & Owners

An inspection or a visit to a site may reveal hazardous defects in street furniture, overhanging trees etc. which do not fall within the remit of the Highway Authority. Any hazards found must be recorded in the 'Confirm' Business Management System and a report sent immediately to the appropriate engineering supervisor in order that the correct street authority or owner may be promptly informed. Immediate action may be necessary by telephone and FAX. Any failure to report such defects could place responsibility for damages partly on the highway authority by an extension of the Nolan Principal.

3. SAFETY INSPECTIONS

3.1 General

Regular Inspections of the whole network are made by trained inspectors operating either from a slow moving vehicle or on foot (see PART 2, Table 2) using hand-held computers to record and date the location and nature of defects hazardous to the public.

The data from safety inspections is transferred to a central database which can produce printed and Electronic defect reports at each Local Highways Office. These reports are used as instructions to the contractors who carry out the repairs or make safe the hazard.

3.2 Information from the Public or the Police

Defects reported by the Police, public or other highways staff are to be inspected by a member of the Area Highways Team before being entered as a Category 1 defect on 'Confirm'. This Code sets the standards to be used.

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Hazards found, action taken and the completion of the action are then entered into the County 'Confirm' Business Management System at a computer terminal to ensure that repair instructions and work completion all are recorded into the same database from which data for Third Party Claims reports and performance statistics can be drawn up.

3.3 Time to Make Safe & Records

The time available to make safe a dangerous hazard starts from when the hazard is first recorded on inspection by a trained member of staff. Response times are set out in the Code and must be kept to. The normal response is 24 hours. Records of inspections and consequent actions are to be kept for at least twenty one years.

3.4 Locational Referencing

In order that defects may be recorded and a repaired, a system of referencing has been applied to the adopted road network. The highway network referencing system allows a defect to be located to within a few metres anywhere on the Borough highway network.

The network has been divided up into uniquely numbered sections with a maximum length of about two kilometres. In most cases these start and finish at a road junction but sections also stop at, changes of street name and at the urban / rural boundary (40mph or 30mph sign), and other local boundaries.

Each section has a fixed origin from which a repeatable measurement of distance along the section may be made.

There are about 12,000 unique road sections in the borough and this number grows as new roads are added.

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The transverse location of a defect is recorded by using the UKPMS cross-section position referencing.

The Main Carriageway Lanes are numbered CL1 to 9 or CR1 to 9 from the edge toward the centre of the carriageway for the left and right respectively. The off carriageway features are numbered sequentially upward from L1 or R1 for the left or right respectively, away from the Carriageway. Kerbs and Kerb defects are referenced to LE ("Left Edge") or RE ("Right Edge").

The full code descriptions can be found in "the UKPMS user manual, Vol 2 Visual Data Collection for UKPMS, chapter 4: cross-Section Position Referencing.

3.5 Wet Weather Inspections

It is recommended that a proportion of Safety Inspections should be carried out during or immediately following heavy rain so that the functionality of highway drainage systems can be assessed. However, this is not "programmable" and the Area Highways Office staff are also expected to monitor the network for flooding during the normal course of their work.

3.6 How the Information is Recorded

A defect found on the highway has to be identified by its location on the road network. Without this information it would be impossible to direct the contractor to the right place to effect a repair.

It would also be difficult to confirm or deny the presence of a defect alleged to have been the cause of injury or damage. The time of inspections and of when defects are found must be recorded.

Defects found within the highway are grouped according to an "activity" such as work to the carriageway or to signs. Each type of defect is given a description such as "pothole" or "safety barrier too low".

Depending on the defect, its location and the materials of construction, a "treatment" is chosen from a range of permitted ones such as "adjust level" or "provide new".

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The size of the defect is needed in order for the right quantity of materials to be provided to the repair gang.

In order to make the business of recording all the information required as simple and quick as practicable, a coding system has been devised.

Each road has a unique number. Each part of the highway has a position from the left or the right across the whole width between boundaries. Distance to a defect is measured, always in the same direction from a fixed origin.

The coding system turns the English descriptions for defects and treatments into letter groups that are easy to remember because they are partly “mnemonic” and resemble the full words e.g. Ironwork difference in level = “IDLV” (the defect); Adjust level = “AJL” (the treatment).

An example is given below of the coded information recorded by an inspector carrying out a scheduled inspection, together with an explanation of each

Taken from a example driven Scheduled Inspection

RECORD LABEL	Data entered in the computer by the inspector. Each piece of information is separated from the next by a comma	Description of what it all means
G	G,UW1578,,SC ,20090513,WK ,NRM,N,FINE,DRY,1151"	Road Section = <i>UV3431 section A</i> , Inspector's Initials = <i>SC</i> , Date = <i>13th May 2009</i> , Type of Inspection = <i>Walked</i> , Source of inspection = <i>Normal schedule</i> , Direction = <i>Normal</i> , Weather = <i>Fine</i> , Surface = <i>Dry</i> , Time = <i>11.51</i>
H	SI	<i>Safety Inspection</i>

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RECORD LABEL	Data entered in the computer by the inspector. Each piece of information is separated from the next by a comma	Description of what it all means
I	I,MC,CL1,279,AT PARKWAY JNC BY MANHOLE	Activity = <i>Flexible carriageway</i> , Cross-sect.posn. CL1 = <i>LH Carriageway Lane</i> , Distance along Section = <i>279m</i> , Description of Location = <i>At Parkway junction by manhole</i>
Q	"Q,384681.78,380539.97,EBMLS-JRM208/1,	384681.78,380539.97 = OS Grid Reference, EBMLS-JRM208/1 = Confirm cost code
J	J,POTH,4,650,300,50MM, DEEP POTHOLE"	Defect Code IPOTH = <i>Pothole</i> Size = <i>0.6m x 0.5m</i> , Description of Defect = <i>Deep pothole</i>
L	CONE OFF TO MAKE SAFE, , /ESI	Recommended Make Safe within 24 hours Action to be taken = <i>Sign & Cone off danger</i> Treatment Code /ESI = <i>Sign & Cone & Maintain</i>
M	M,PATCH - NO EXCAVATION & B,/PRG	Recommended Follow-up Action to be taken = <i>Patch- No Excavation</i> , Treatment Code B/PRG= <i>Flexible carriageway repairs</i>
P	P,0000,9999	End Codes to conclude record at this location. End of Survey of this Road Section

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3.7 Archiving

The details recorded into the 'Confirm' Business Management System of the inspections and actions are to be retained in archive form for twenty one years following the date of inspection.

3.8 Defect Categories

Having identified a defect, it is necessary for the Inspector to use his judgement in deciding when remedial action will be necessary and to make recommendations on what work is required.

For safety inspections the response time is dependent on the severity of the defect and the usage of the highway. A response may be called for under emergency provisions, or it may be 24 hours.

Once the defect & response time are determined, the defect is recorded and given one of two categories:

Emergency Response:

The defect is such that it presents an immediate and critical hazard to highway users. The response time during office hours is 1 hour for electrical defects and 1.5 hours for other defects, and a representative of the Highway Authority will remain at the site until make safe measures have been taken.

24 hour Response:

Defects which are an immediate hazard and require prompt attention and to which make-safe repairs should be made within 24 hours - Category 1

The DCD (Data Capture Device *also known as 'Toughbook' portable computer*) will prompt for further action to be recorded to complete a temporary "make-safe" action so that, say, cones & signs may be replaced by a more durable repair

This action is to take place as soon as reasonably practicable.

Cones and signs are vulnerable and may only be regarded as a short-term expedient. They do not satisfy the requirement to "make safe" unless they remain undisturbed.

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3.9 Action to be Taken

IMMEDIATE ACTION is action taken by the inspector at the time of the inspection, e.g. informing the Local Highways Office of a need to initiate an emergency response, by placing signs & cones or by filling a pothole.

RECOMMENDED MAKE SAFE 24 HR ACTION is used to initiate action by the Local Highways Office staff to order the contractor to complete make safe works within 24 hours, this may be by signing / coning or by repair work.

RECOMMENDED “FOLLOW-UP” ACTION is used to initiate action by the Local Highways Office staff to order the contractor to fully repair a defect or to effect a repair that will last at least until the next inspection.

Local Highways Office staff are responsible for ensuring that any make safe measures are kept in an effective condition until a repair can be carried out.

3.10 Usage Categories

TABLE 3.1

Usage Categories considered in order of risk to highway users

High to Medium usage Urban Carriageway	<div>HIGHER RISK</div> <div>↓</div> <div>LOWER RISK</div>	High to Medium usage Urban Footway
Rural High Speed Carriageways		Rural High Usage Footways
Urban Low Usage Carriageways		Urban Low Usage Footways
Rural Low Usage Carriageways		Rural Low Usage Footways

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Intervention levels & inspection frequencies have been set to reflect the wear & tear on the highway plus the level of risk associated with the defect and its location.

3.11 Inspection Frequencies

Frequencies of inspection include at least one walked survey in a year where safe to do so.

Inspections are carried out at notional intervals of two weeks, one month, two months or four months and as shown in Table 3.2 below:

TABLE 3.2 SUMMARY FREQUENCY TABLE – Inspections per year

Road Class	Urban	Urban	Rural	Rural
	C/w	F/w & C/t	C/w	F/w & C/t
A (PRN & MLI)	6 (3)	6 (3)	6 (1)	6 (1)
B & C	3 (3)	3 (3)	3 (1)	3 (1)
Unclassified	3 (3)	3 (3)	2 (1)	2 (1)
Medium Risk Special Areas **		12 (12)		
High Risk Special Areas **		26 (26)		

Notes:

- Total number of inspections in a year is shown in bold. At least one inspection a year is to be undertaken after rain to record defective drainage items.
- Walked inspections are shown in brackets, at all other times inspections may be walked or driven at a slow speed, stopping and getting out as necessary.
- ** These require the **prior approval of the Area Highways Manager**.

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- Additional to the regular inspections, any member of the Local Highways Office staff is required to be vigilant during daily business and to report the existence of hazards.

Hazards found, action taken and the completion of the action are required to be entered by Local Highways staff into the Borough's 'Confirm' Business Management System.

The guidance for the use of the 'Confirm' Business Management System from a computer terminal is included in a supplement to this Code.

3.12 Emergency Procedures

If a defect is sufficiently dangerous to require an emergency response, provision has been made for rapid action. This may be called up by telephone from site to the Local Highways Office.

Response times should always be as short as practicable but the maximum time to respond to an emergency on the Borough network shall be within 1½ hours of notification to the Contractor (2 hours outside normal working hours of 0800 hours - 1600 hours). In the case of electrical defects the time to respond is 1 hour.

An appropriate communication system is operated which enables the required response times to be achieved.

A suitably qualified member of the client staff is on call 24 hours a day and available to attend on site without delay when called upon.

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ANNEX 1

PHOTOGRAPHIC GUIDE TO ILLUSTRATIVE EXAMPLES OF DEFECTS SHOWING THE TYPE, THE RESPONSE TIME AND THE INTERVENTION LEVEL

ACTION TO BE TAKEN WHEN A DEFECT EXCEEDS THE INTERVENTION LEVEL

IMMEDIATE ACTION is that taken at the time of the inspection, e.g. informing the Highways Office by telephone, placing signs & cones or filling a pothole. ***It is the responsibility of the highway inspector to take appropriate action, record it in the 'Confirm' Business Management System and to pass the information to the Local Highways Office engineering staff.***

RECOMMENDED MAKE SAFE 24 HR ACTION is used to initiate action by the Local Highways Office staff to order the contractor to complete make safe works within 24 hours, this may be by signing / coning or by repair work.

RECOMMENDED "FOLLOW-UP" ACTION is used to initiate action by the Local Highways Office staff to order the Contractor to carry out a permanent repair a defect or to effect a repair that will last at least until the next inspection.

It is the responsibility of the Area Highways Office engineering staff to ensure that the action is considered and that the outcome is recorded into the 'Confirm' Business Management System .

Area Highways Office engineering staff are also responsible for ensuring that make safe measures are kept in an effective condition until a repair has been carried out.

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Defect: Pothole (POTH)

Location: In the body of the carriageway

Category 1: **24** hours make safe

Intervention level: equal to or greater than 50mm



Defect: Pothole (POTH)

Location: On the edge of, and extending into the carriageway

Category 1: **24** hours make safe

Intervention level: equal to or greater than 50mm



Defect: Localised Edge Deterioration (LODT)

Location: Cracking and breaking away on the edge of the carriageway not encroaching into the carriageway more than 250mm , and not requiring vehicles to alter their course.

Category 1: **24** hours make safe

Intervention level: equal to or greater than 100mm



Defect: Condition of Fittings (COFT)

Location: Signs over carriageways or footways.

Category 1: **24** hours make safe

Intervention level: If in danger of falling on pedestrian or vehicle.

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Defect: Slurry or Mud on Road (SLOP)

Location: A roads and other busy roads

Category 1: **24** hours make safe

Intervention level: Slippery surface

Notes: Contact person responsible, if known, and request signing/clean up. If no response, Area Office to do work and recharge.



Defect: Unauthorised Obstruction/Enclosure of Verge (UNOB)

Location: All roads.

Intervention level: Stones, cultivation, fencing, etc, on verge.

Notes: Area Office to issue notice to person responsible, and ensure removal.



Defect: Slab Profile Uneven (SLPF)

Location: Urban footways and pedestrian areas.

Category 1: **24** hours make safe

Intervention level: equal to or greater than 25mm

Notes: Use 'Notes' on DCD to record type and number of slabs/flags to be re-laid. If other slabs/flags are broken, number of new slabs/flags to be recorded also.



Defect: Concrete Blocks/Sets Missing (CBMS)

Location: Footways, pedestrian areas and cycle paths.

Category 1: **24** hours make safe

Intervention level: Missing blocks/sets

Notes: Use 'Notes' on DCD to record number of blocks to be replaced.

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Defect: Difference in level (IDLV)

Location: Footway, pedestrian area or cycleway

Category 1: 24 hours make safe

Intervention levels:

equal to or greater than 25mm in urban areas

equal to or greater than 40mm in rural areas

Notes: Use 'Notes' to inform District Office of the type and owner (if apparent) of cover. If Utility owned, District Office to contact Utility, and set time for response.



Defect: Cracked or Broken (IBCK)

Location: All areas of highway

Category 1: 24 hours make safe

Intervention level: If in danger of collapse

Notes: Use 'Notes' to inform District Office of the type and owner (if apparent) of cover. If Utility owned, District Office to contact Utility, and set time for response.



Defect: Missing (MISS)

Location: All areas of highway

Category 1: 24 hours make safe

Intervention level: Cover not present

Notes: Use 'Notes' to inform District Office of the type and owner (if apparent) of cover. If Utility owned, District Office to contact Utility, and set time for response.

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Defect: Obscured Sign (OBSG)

Location: All Roads

Category 1: **24** hours make safe, if at a junction with a busy or high speed road.

Notes: Applies to mandatory signs only



Defect: Flooding (FLOD)

Location: All Roads

Category 1: **24** hours make safe

Intervention Level: Road obstructed by water.

Notes: Partial obstruction to be considered dependent on extent and location on the road. District Office to establish cause and remedy.



Defect: Missing Door (MISP)

Location: All Roads

Category 1: **1** hour make safe

Intervention Level: Missing door (open, off or missing)

Notes: Telephone message to Street Lighting Superintendent to arrange attendance within ONE hour. Technician to stand by column until help arrives if in high risk location (play area, school, shops, busy footway, and the like). officer is **NOT** to touch column or replace door.

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Defect: Blacktop Profile (BKTP)

Location: Footway, pedestrian area or cycleway with bituminous surface.

Category 1: **24** hours make safe

Intervention levels: equal to or greater than 25mm in urban areas

equal to or greater than 40mm in rural areas



Defect: Rocking Element (ROCK)

Location: Any element including ironwork Urban footways, pedestrian areas or cycleways.

Category 1: **24** hours make safe

Intervention levels: equal to or greater than 20mm when depressed at one end.

Notes: Use 'Notes' to record number of blocks to be re-laid.

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**Highways Act 1980 Section 58 Highway Safety
Inspections**

CODE OF PRACTICE

FOR

HIGHWAY SAFETY INSPECTIONS

PART 2 – INSPECTORS MANUAL

2007

INSPECTORS HANDBOOK THIRD EDITION

**Cheshire East Council
Regenerative Service – Place Directorate**

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Backford Hall Chester

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PART 2 INSPECTIONS MANUAL

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ROUTINE MAINTENANCE MANAGEMENT SYSTEM CODE OF PRACTICE

PART 2 - INSPECTIONS MANUAL

1. INTRODUCTION

Parts 2 & 3 of the manual are to be used by any member of staff (hereafter referred to as an "inspector") from HQ or Area Highways Office to define a defect and record it in a form that may be entered into the 'Confirm' database.

This may be achieved by using a PC Workstation in the office or a Data Capture Device (DCD) / or in the event of technical failure paper form (see Appendix 1) on site and downloading or entering the information onto 'Confirm' later.

Part 2 of the manual is set out firstly to describe a system based on a DCD such as the Panasonic 'Toughbook' currently carried by the highway safety inspector who perform the Scheduled Safety Inspections of the Borough Highway Network.

Secondly, instructions are given to assist users working at a PC keyboard.

All defects found by Borough staff are to be inspected and recorded in accordance with this manual. The dedicated Highway Safety inspectors are trained in the collection and recording of defects as detailed in this manual.

Having identified a defect which meets or exceeds the intervention level in this Code, it is necessary for the Inspector to use his judgement, based on the guidance given in this code, in deciding when remedial action will be necessary and to make recommendations on what work is required.

For safety inspections the response time is dependent on the severity of the defect and the usage of the highway.

A response may be called for under emergency provisions, or it may be 24 hours to make safe to repair from finding the defect. Once the defect & response time are determined, the defect is recorded and given one of two categories

1.1 Defect Categories

Emergency Response:

The defect is such that it presents an immediate and critical hazard to highway users. The response time during office hours is 1 hour for electrical defects and 1.5 hours for other defects, and a representative of the Highway Authority will remain at the site until make safe measures have been taken.

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24 hour Response - Defects which are an immediate hazard, which require prompt attention and which should be made-safe within 24 hours (Category 1)

The DCD will prompt for further action to be recorded to complete a temporary action so that, say, cones & signs may be replaced by a more durable repair.


This "FOLLOW-UP" action, organised by the Area Office, is to take place as soon as reasonably practicable. Cones and signs are vulnerable and may only be regarded as a short-term expedient. They do not fully satisfy the requirement to "make safe" unless they remain undisturbed.

Parts 2 & 3 of this Manual provide guidance on how such defects should be assessed and recorded.

1.2 Usage Categories

Intervention levels & inspection frequencies have been set to reflect the wear & tear on the highway plus the level of risk associated with the defect and its location.

TABLE 1 - Usage Categories considered in order of risk to users

High to Medium usage Urban Carriageway	HIGHER RISK  LOWER RISK	High to Medium usage Urban Footway
Rural High Speed Carriageways		Rural High Usage Footways
Urban Low Usage Carriageways		Urban Low Usage Footways
Rural Low Usage Carriageways		Rural Low Usage Footways

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1.3 Inspection Frequencies - Scheduled

Frequencies of inspection include at least one walked survey in a year where safe to do so. Where a road is too dangerous to inspect on foot the District Engineer may authorise a driven inspection to be substituted. Scheduled Inspections are carried out at notional intervals of two weeks, one month, two months, four months or six months as shown in Table 2 below:

TABLE 2 SUMMARY FREQUENCY TABLE (Inspections per year)

Road Class	Urban	Urban	Rural	Rural
	C/w	F/w & C/t	C/w	F/w & C/t
A (PRN & MLI)	6 (3)	6 (3)	6 (1)	6 (1)
B & C	3 (3)	3 (3)	3 (1)	3 (1)
Unclassified	3 (3)	3 (3)	2 (1)	2 (1)
Medium Risk Special Areas **		12 (12)		
High Risk Special Areas ***		26 (26)		

Notes to Table 2:

1. Total number of inspections in a year is shown in bold. When possible at least one inspection a year should be undertaken after rain to record defective drainage items.
2. Walked inspections per year shown in brackets. At all other times inspections may be walked or driven at a slow speed, stopping and getting out as necessary.
3. * 'Unclassified' includes link footpaths identified as being part of the adopted highway network.
4. ** 'Medium Risk Special Areas' considered to be busy urban footways and pedestrianised areas, and carriageways subject to high to medium pedestrian usage such as shopping or busy tourist areas and the like. Consideration is also paid to surface type.
5. *** 'High Risk Special Areas' considered to be very busy urban footways and pedestrianised areas, and carriageways subject to high pedestrian usage such as shopping or very busy tourist areas and the like. Consideration is also paid to surface type.
6. All Special Areas require prior approval by the District Engineer
7. Additional to the regular inspections, any member of the Local Highways Office staff is required to be vigilant during daily business and to report the existence of hazards.
8. Hazards found, action taken and the completion of the action are required to be entered into the County 'Confirm' Business Management System at a computer terminal by Area Office staff.

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1.4 Emergency Procedures

If a defect is sufficiently dangerous to require an emergency response, provision has been made for rapid action. This may be called up by mobile telephone from site to the Area Office or to Head Office as shown in Part 3 of the Manual.

Response times should always be as short as practicable but the maximum time to respond to an emergency on the Borough network shall be within; 1½ hours of notification by the Area Office to the Contractor (2 hours outside normal working hours of 0800 hours - 1600 hours). In the case of electrical defects the time to respond is 1 hour. All lamps out on a traffic signal require a 1½ hour response.

An appropriate communication system is operated which enables the required response times to be achieved. A suitably qualified member of the client Area Office staff is on call 24 hours a day and available to attend on site without if and when required.

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2. ACTION

2.1 General

A decision made by an inspector requires an action to be recorded in the DCD using the Safety Inspection Software provided by Cheshire East Council.

Safety Inspection actions: make safe high priority hazard

PRIORITY - HIGH - CATEGORY 1: WITHIN 24 HOURS

Immediate Action Used to record a make safe repair or emergency call by the Inspector

Recommended Make Safe Used to initiate the instruction of the Contractor by the Area Office to carry out temporary make-safe works or repairs.

Recommended "Follow-up" Used to describe treatment advised to follow up Immediate & Temporary actions above.

IMMEDIATE ACTION is action taken at the time of the inspection, e.g. informing Head or Area office by telephone, placing signs & cones or filling a pothole. Any repairs made, either temporary or permanent, are recorded under their correct action boxes. ***It is the responsibility of the inspector to take appropriate action, record it in the 'Confirm' Business Management System and to pass the information to the Local Highways Office engineering staff.***

RECOMMENDED MAKE SAFE ACTION is action to be taken within 24 hours. This may be "make-safe" or full repair work. The treatment of the defect is a recommended one. ***It is the responsibility of the Local Highways Office engineering staff to ensure that the recommended action is considered, that the contractor is instructed and that the defect is made safe within 24 hours of the inspector finding it. The result is to be recorded into the 'Confirm' Business Management System to show the date & time of the repair.***

RECOMMENDED "FOLLOW-UP" ACTION is action to be taken or recommended to fully repair a defect or to effect a repair that will last at least until the next inspection. ***It is the responsibility of the Local Highways Office engineering staff to ensure that the recommended action is considered, that the contractor is instructed and that the result is recorded into the 'Confirm' Business Management System.***

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Local Highways Office engineering staff are responsible for ensuring that make safe measures are kept in an effective condition until a repair can be carried out.

2.1.1 MARKING OUT DEFECTS FOR ATTENTION

The defect is to be marked. Marking is to be kept to a minimum. The aim is that the repair work should remove the marking leaving no misleading or unsightly marks on the surface. White spray paint is NOT a Make Safe Immediate Action though its presence may be helpful.

3 SPECIFIC ACTIVITIES

Some activities require particular actions

(a) Flooding FL	This Code requires that action is dependant upon the nature & extent of flooding and in addition to recommending remedial action, a note of the cause of the flooding is required if this is obvious at the time of the inspection. Engineer attendance may be appropriate to establish the cause and to consider possible remedial options.
(b) Hedges and Trees HT	Action that can be carried out or recommended by the inspector will be dealt with in the normal way. Hedge & Tree Notices may need to be issued & followed up. Most of the other defects (dead & dying) associated with trees should be referred to a suitably qualified person ie. Borough Tree Officer who will advise the Area Office on appropriate action.
(v) Embankments / Cuttings EC	Failure indicators include water weeping from the slope, longitudinal cracking at the top & slumping of the slope. Action is to be taken as soon as possible if hazardous but specialist advice may be needed. The Area Highways Manager is to be informed and an engineer's inspection recommended /Engineers visual inspection

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APPENDICES

TABLE A SURFACE TYPES

1	HRA	Hot Rolled Asphalt	10	OTHR	Other
2	BITM	Bit Macadam	11	SETT	Stone Setts
3	CONC	Concrete	12	HFSD	High Frict S. Dress
4	SDRE	S. Dressed	13	MFLG	Mini-Flags
5	GRSS	Grass	14	YKST	York Stone
6	GRAV	Gravel	15	COBB	Cobbles
7	FLAG	Concrete Flags	16	BLBR	Block Pave (Brick)
8	BLCK	Block Pave (Conc)	17	ANPD	Anti-pedestrian
9	UNMD	Unmade	18	TACF	Tactile flags

TABLE B KERB TYPES

101	CONC	Conc Half Batter	108	CBCK	Concrete Block
102	STON	Natural Stone	109	CONF	Conc. Full Batter
103	EXTA	Extruded Asphalt	110	CONB	Conc. Bull Nose
104	OTHR	Other	111	CONL	Conc. Drop Left
105	BBCK	Beane Block	112	CONR	Conc. Drop Right
106	SFTY	Safety Kerb	113	CONQ	Conc. Quadrant
107	BRIK	Brick	114	SETT	Setts

TABLE C COVER, GULLY, GRATING, FRAME OR BOX TYPES

201	PARL	Parallel Gully	208	WATR	Water Authority
202	CHAN	Channel Gully	209	STAP	Stop Tap
203	SIDE	Side Entry	210	HYDT	Hydrant
204	OSID	Off-set	211	ELEC	Electricity
205	SEWR	Sewer	212	GASS	Gas
206	TCOM	Telecom	213	HIGH	Highway Drainage
207	CABL	Cable TV	214	UNKN	Unknown

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TABLE D TRAFFIC SIGNAL LAMP DEFECT TYPES

301	ALLO	All lamps out	303	AMBO	Amber lamp out
302	REDO	Red lamp out	304	GRNO	Green lamp out

TABLE E ROAD STUD CLASSES

401	CLA1	Class 1, Prohibitory			
402	CLA2	Class 2, Warning & Informatory			

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**Highways Act 1980 Section 58 Highway Safety
Inspections**

CODE OF PRACTICE

FOR

HIGHWAY SAFETY INSPECTIONS

**PART 3 – DETAILED GUIDANCE:
CODES**

2007

INSPECTORS HANDBOOK THIRD EDITION

**Cheshire East Council
Regeneration Service – Places Directorate
Backford Hall Chester**

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ROUTINE MAINTENANCE MANAGEMENT SYSTEM

CODE OF PRACTICE

PART 3

DETAILED GUIDANCE: CODES

Intervention levels:

Dimensions given with a ">" symbol: action is to be taken when the dimension is at or above the value stated.

Dimensions given with a "<" symbol: action is to be taken when the dimension is below the value stated.

PERMITTED BOROUGH ACTIVITY CODES

Carriageways Footways & Cycle Tracks

Flexible carriageway	MC
Concrete carriageway	CM
Footway and cycle tracks	FC

Kerbs Edging & Channels

Kerbs, edging & preformed channel	KC
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Highway Drainage

Highway drain: Covers Gratings Frames & Boxes	CG
Highway drain: gully/ Catchpit/ Interceptor	GC
Highway drain: piped drain	PD
Highway drain: piped grips	PG
Highway drain: Grips	GP
Highway drain: ditches	DI
Highway drain: filter drains	FD
Highway drain: culverts	CV
Highway drain: flooding	FL

Fences & Barriers

Safety fences: metal/concrete/timber	FB
Safety fences: Steel - tensioned	FN
Boundary fences: metal/concrete	BF
Boundary fences: Timber	BT

Verges Hedges & Trees

Hedges and trees	HT
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PERMITTED BOROUGH ACTIVITY CODES Cont...

Road Studs & Markings

Road studs: general	RS
Road markings	RM

Traffic Signs

Non-Illd. Signs (face/struct/fixings)	SG
Illuminated Signs	SE

Road Lighting

Road lighting columns	LP
-----------------------	----

Traffic Signals

Traffic signals hardware	TS
--------------------------	----

Sweeping & Cleansing

Carriageway & Footway	SC
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In brackets on each page by the Activity Description are given the Features Inventory Codes to which that Activity applies.

Treatment Codes are shown for each Activity and are described in the Appendix: Treatment Codes.

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FLEXIBLE CARRIAGEWAY (CW, LB, XO, CI, CR, HS**MC****NOTES:**

Corrections of defects arising from the activities of public undertakers should not be charged to the CEC. If the undertaker does not carry out repair work to a dangerous defect in the time given then work is to be carried out by CEC and a charge raised on the undertaker. Notification is to be given to the undertaker at all stages and documentation is to accompany any charge, which should be agreed where possible with the undertaker

Particular consideration should be given to defects, such as trips & potholes, which may constitute an immediate danger to pedestrians and/ or cyclists, especially on cycle lanes carriageways or carriageways used by pedestrians.

**For cycle lanes & pedestrian use the standards in FC apply, not MC
INCLUDE DEPTH OF POTHOLE IN TEXT**

Treatment Codes: / AJL / CPL / EVI / ESI / PRB / PRD / PRE / PRG / PRI / RPL / SOB / NON

CAT 1 - 24 Hour Make Safe

DESCRIPTION	DEFECT CODE	GUIDANCE
<i>Localised Edge Deterioration</i> Surface + L x w + text	LODT	If difference in level is >100 mm. Cracking & breaking away confined to a discrete area of the carriageway and not associated with structural maintenance activities. (NOT edge potholes)
Missing carriageway element Surf+no.+depth+text	MISS	If carriageway elements are missing forming a pothole. Intervention level as for POTHOLE
<i>Patch Difference in Level</i> Surface + L x w + text	PDLV	If difference in level is equal to or greater than 50 mm. Difference in level of a patch with the surrounding carriageway.
<i>Pothole</i> Surface + L x w + text	POTH	equal to or greater than 50mm. May be on the edge or in the main part of the carriageway
<i>Single Crack or gap</i> Surface + L x w + text	SCRK	If width of crack is equal to or greater than 20 mm and equal to or greater than 40 mm deep on carriageways subject to high to medium pedestrian usage.
<i>Surfacing Joint - Open or Excessive</i> Surface + L x w + text	SRJT	If width of joint is equal to or greater than 20 mm and equal to or greater than 40 mm deep on carriageways subject to high to medium pedestrian usage.
<i>Isolated small depression or hump</i> Surface + L x w + text	SDPR	equal to or greater than 50mm in urban areas or on high speed rural roads

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FLEXIBLE CARRIAGEWAY Cont....**SURFACE CODES & DESCRIPTIONS**

1	HRA	Hot Rolled Asphalt	10	OTHR	Other
2	BITM	Bit Macadam	11	SETT	Stone Setts
3	CONC	Concrete	12	HFSD	High Frict S. Dress
4	SDRE	S. Dressed	13	MFLG	Mini-Flags
5	GRSS	Grass	14	YKST	York Stone
6	GRAV	Gravel	15	COBB	Cobbles
7	FLAG	Concrete Flags	16	BLBR	Block Pave (Brick)
8	BLCK	Block Pave (Conc)	17	ANPD	Anti-pedestrian
9	UNMD	Unmade	18	TACF	Tactile flags

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CONCRETE CARRIAGEWAY (CW, LB, XO, CI, CR, HS)
CM
Treatment Codes: / EVI / ESC / RCS / SOB / STR / NON

Safety Inspection
CAT 1 - 24 Hour Make Safe

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Joint seals</i> L x w + text	JTSL	If width of joint is at or >20 mm and >40 mm deep on carriageways subject to high to medium pedestrian usage or is longitudinal and a danger to cyclists.
<i>Deep spalling at joints</i> L x w x depth + text	DSPL	At or >25mm in urban high to medium usage carriageways subject to high to medium pedestrian usage. At or >50mm elsewhere
<i>Opening of longitudinal joint</i> L x w x depth + text	OLJT	If width of joint is at or >20 mm and >40 mm deep on carriageways subject to high to medium pedestrian usage or is a danger to cyclists.
<i>Pothole</i> L x w + text	POTH	>50mm. May be on the edge or in the main part of the carriageway
<i>Single Crack or joint gap</i> L x w + text	SCRK	If width of crack is >20 mm and >40 mm deep on carriageways subject to high to medium pedestrian usage.
<i>Stepping (trip) at joint/crack</i> L x height + text	STEP	At or >25mm in urban high to medium usage carriageways subject to high to medium pedestrian usage. At or >50mm elsewhere
<i>Vert movement under traffic</i> Height + text	VMVT	At or > 25mm Urban & Rural carriageways subject to high to medium usage or high speed >50mm elsewhere

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FOOTWAYS AND CYCLE TRACKS (FW, CT)

FC

DEFINITION: An area for pedestrians/cyclist within the Borough road boundary, including subways, underbridges, overbridges and other footways which are the responsibility of Cheshire East Council. Intervention levels apply to the complete width of all cycle lanes and combined bus/cycle/taxi lanes, whether segregated from or within the carriageway. Intervention levels also apply to footway crossing areas on the carriageway, and pedestrianised areas of carriageway.

Treatment Codes: /AJL /FLT /EVI /ESI /MFJ /PRB /PRD /PRG /RFX /RPL /NON

Safety Inspection

CAT 1 - 24 Hour Make Safe

DESCRIPTION	DEFECT CODE	GUIDANCE
<i>Blacktop Pothole</i> Surface + L x W + text	BPOT	Includes potholes and patches equal to or greater than 25mm in all areas, and equal to or greater than 40mm on rural footways.
<i>Missing</i> Surf + no. + ht + text	MISS	Missing paving units (as pothole)
<i>Trench Reinstatement - loss of material inc. paving units</i> Surface + L x W + text	RLMT	On busy urban footways. Loss of material (Fretting) from a reinstated trench <u>if</u> it constitutes a trip or pothole equal to or greater than 25 mm on urban footways (40mm rural) or cracks and gaps equal to or greater than 20 mm wide x 40mm deep (urban). Notify Undertaker concerned.
<i>Trench Reinstatement - subsidence or overfill</i> Surface + L x W + text	RDLV	Ridges equal to or greater than 25mm on urban footways, and equal to or greater than 40mm on rural footway. Notify Undertaker concerned.
<i>Isolated small depression or hump</i> Surface + L x W + text	SDPR	Depressions or humps equal to or greater than 25mm deep/high and less than 250mm wide. Applies in all areas, except equal to or greater than 40mm depth/height in rural areas.
<i>Surface Joint or Gap</i> Surface + L x W + text	SIFJ	Cracks and gaps equal to or greater than 20mm or 40mm deep on urban footways
<i>Surface Profile Uneven</i> Surface + L x W + text	SRPF	Ridges equal to or greater than 25 mm on urban footways. Includes ridges, projections and sharp edges (trips),

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<i>Rocking</i> Surface + Number + Height + text	ROCK	If rocking creates a ridge of at or equal to or greater than 20 mm
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SURFACE TYPES AND DESCRIPTIONS

1	HRA	Hot Rolled Asphalt	10	OTHR	Other
2	BITM	Bit Macadam	11	SETT	Stone Setts
3	CONC	Concrete	12	HFSD	High Frict S. Dress
4	SDRE	S. Dressed	13	MFLG	Mini-Flags
5	GRSS	Grass	14	YKST	York Stone
6	GRAV	Gravel	15	COBB	Cobbles
7	FLAG	Concrete Flags	16	BLBR	Block Pave (Brick)
8	BLCK	Block Pave (Conc)	17	ANPD	Anti-pedestrian
9	UNMD	Unmade	18	TACF	Tactile flags

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KERBS, EDGINGS AND PREFORMED CHANNELS (KB, CH)**KC**

DEFINITION: This section relates to minor repairs to kerbs, edgings and preformed channels of all types.

Treatment Codes: /AJL /EVI /ESI /RFX /RPL /NON

Safety Inspection**CAT 1 - 24 Hour Make Safe**

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Vertical projection, sunken or spalled</i> Type + L + Ht + text	EVPJ	CAT 1 only if adjoining a footway and creates a longitudinal trip equal to or greater than 25mm in all areas, except equal to or greater than 40 mm on rural footways.
<i>Horizontal projection</i> Type + L + Ht + text	EHPJ	If equal to or greater than 50 mm where a kerb has been pushed out into the carriageway, facing traffic. CAT 1 only if on the inside of a curve where tyres could over-ride & burst.
<i>Loose/rocking</i> Type + L + Ht + text	ELRK	Loose or rocking items equal to or greater than 20mm which are creating a hazard underfoot in busy urban areas <u>and</u> are adjoining a footway.
<i>Missing</i> Type + L + No + text	MISS	CAT 1 only if adjoining a footway and creates a longitudinal trip equal to or greater than 25mm in all areas, except equal to or greater than 40 mm on rural footways.

KERB MATERIAL TYPES

101	CONC	Conc Half Batter	108	CBCK	Concrete Block
102	STON	Natural Stone	109	CONF	Conc. Full Batter
103	EXTA	Extruded Asphalt	110	CONB	Conc. Bull Nose
104	OTHR	Other	111	CONL	Conc. Drop Left
105	BBCK	Beaney Block	112	CONR	Conc. Drop Right
106	SFTY	Safety Kerb	113	CONQ	Conc. Quadrant
107	BRIK	Brick	114	SETT	Setts

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COVERS, GULLY GRATINGS, FRAMES AND BOXES

CG

(CP, MH, GY, IN, PG, IW)

DEFINITION: This section relates to the repairs to and replacement of (where necessary) all types of covers, gratings, frames and boxes, which are the responsibility of the Borough Council or for which the Borough Council have a responsibility to report to the owners.

NOTES:

- (i) The majority of covers in carriageways, footways and cycle tracks are the responsibility of the Statutory Undertakers and other parties. Hazardous defects should be signed & coned and the **owners notified by Area Office by phone/ FAX**. If repairs are not then carried out in the appropriate time by the owners, the authority should carry them out and seek to recover the costs from the owners.
- (ii) Where defects arise in carriageways subject to medium or high pedestrian use, the standards given for footways & cycle tracks should be employed.

Treatment Codes: /AJL /EVI /ESI /FLT /LET /REP /RPL /NON
Safety Inspection

CAT 1 - 24 Hour Make Safe

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Difference in level with road</i> Type + Ht + text	IDLV	If equal to or greater than 50 mm in c/way or equal to or greater than 25mm in urban footway or cycle track (40mm rural). Differential levels between items and the abutting surface.
<i>Difference in components level</i> Type + Ht + text	ICLV	If equal to or greater than 25 mm on an urban footway or a cycle track. (40mm rural). Differential levels between different components i.e. cover & frame.
<i>Cracked or broken</i> Type + L + W + text	IBCK	A cracked or broken item which is in danger of collapse or if an inspector is in doubt should be classed as a Category 1 defect.
<i>Missing</i> Type + L + W + text	MISS	Missing items should be replaced as soon as possible.
<i>Parallel gratings</i> Type + L + W + text	PARL	Gully and other gratings in carriageways and cycle tracks which have gaps more than 20 mm wide parallel to and within the normal line of movement of pedal and motor cycles should be corrected as soon as possible. Offset gratings unlikely to be Cat 1.
<i>Smooth surface</i> Type + L + W + text	SMTH	Worn covers which constitute a skidding hazard to pedal and motor cycle users in wet conditions should be classed as Category 1 where they are located on a bend, at a junction or in an area of braking ahead of signals etc. Notify Undertaker concerned.

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GULLIES, CATCHPITS AND INTERCEPTORS (GY, CP, IN)**GC**

DEFINITION: This section relates to the gully pot itself and any raising pieces below the cover.

Treatment Codes: /CLU /RPL /ESI /EVI /NON

Safety Inspection

CAT 1 - 24 Hour Make Safe

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Flooding</i> L x w x depth + text	FLOD	Record as FLOOD (FL). Treatment as /ESI to get Flood signs in place.

COVER, GULLY, GRATING, FRAME OR BOX TYPE

201	PARL	Parallel Gully	208	WATR	Water Authority
202	CHAN	Channel Gully	209	STAP	Stop Tap
203	SIDE	Side Entry	210	HYDT	Hydrant
204	OSID	Off-set	211	ELEC	Electricity
205	SEWR	Sewer	212	GASS	Gas
206	TCOM	Telecom	213	HIGH	Highway Drainage
207	CABL	Cable TV	214	UNKN	Unknown

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HIGHWAY DRAINAGE: PIPED DRAINAGE SYSTEMS
(FD, GY, CD, PG)

PD

DEFINITION: All types of Piped Drainage Systems including slot drains.

- NOTES:
- (i) Maximum use should be made of emptying & cleansing operations to check that piped drainage systems are operating satisfactorily.
 - (ii) Symptoms of blockage or fault which should normally prompt a detailed inspection are, backing up and flooding at the entry points to the system, dry outfalls, wet areas and the presence of lush vegetation.
 - (iii) Before any work is carried out, the ownership of the drainage system should be determined.

Treatment Codes: /CLU /EVI /ESI /PVN /NON

Safety Inspection

CAT 1 - 24 Hour Make Safe

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Flooding</i> L x W x Depth + text	FLOD	If creating a dangerous flood on the highway Treatment as /ESI to get Flood signs in place. And inform area office engineering staff immediately
<i>Flood nuisance to properties</i> text	NPRP	flooding properties.

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HIGHWAY DRAINAGE: PIPED GRIPS (PG)**PG**

DEFINITION: Short lengths of pipe carrying water from a channel across the verge direct to a ditch, filter drain or soakaway, without a gully-pot but sometimes with a grating.

Treatment Codes: /CLU /EVI /ESI /RPL /NON

Safety Inspection**CAT 1 - 24 Hour Make Safe**

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Flooding</i> L x w x depth + text	FLOD	A dangerous flood on the highway. Record as FLOOD (FL). Treatment as /ESI to get Flood signs in place. And inform area office engineering staff immediately

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HIGHWAY DRAINAGE: GRIPS (GP)**GP**

DEFINITION: An open channel cut across rural verges leading to ditches or filter drains and ending at an appropriate distance from the carriageway or hard shoulder.

Treatment Codes: /CLU /ESI /EVI /NON

Safety Inspection**CAT 1 - 24 Hour Make Safe**

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Flooding</i> L x w x Depth + text	FLOD	If causing a dangerous flood on the highway. Treatment as /ESI to get Flood signs in place. And inform area office engineering staff immediately

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HIGHWAY DRAINAGE: DITCHES (DI)**DI**

DEFINITION: A channel adjacent to the highway for drainage. The ditch is not generally a part of the highway unless owned by the highway authority. Check with Area Office.

NOTES: Ditches are not generally the responsibility of the Borough Council. The riparian owner of the ditch is to be informed of the defect.

Treatment Codes: /CLU /EVI /ESI /LET /NON

Safety Inspection**CAT 1 - 24 Hour Make Safe**

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Collapsed bank</i> L x W x Height + text	CLBK	If undermining the carriageway or footway record as CAT 1 with a request for an Engineer to inspect.
<i>Flooding</i> L x W x Height + text	FLOD	If dangerous flooding of the highway itself or adjacent property is also occurring. Also record as FLOOD (FL). And inform area office engineering staff immediately

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HIGHWAY DRAINAGE: FILTER DRAINS (FD, CD)**FD**

DEFINITION: A field drain, usually adjacent to a carriageway that may or may not incorporate a properly formed invert or collection pipe.

Treatment Codes: /EVI /ESI /NON

Safety Inspection**CAT 1 - 24 Hour Make Safe**

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Flooding</i> L x W x Depth + text	FLOD	Dangerous flooding of the carriageway itself is occurring, record as FLOOD (FL). Treatment as /ESI to get Flood signs in place. . And inform area office engineering staff immediately

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CULVERTS (CV)**CV**

DEFINITION: This section relates to culverts with diameters at or less than 1.5m, culverts with diameters over 1.5m are to be reported to the Bridge Maintenance Section.

Treatment Codes: /CLU /EVI /NON

Safety Inspection**CAT 1 - 24 Hour Make Safe**

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Free flow impeded</i> <i>percentage + text</i>	FRFL	If flooding of the highway is likely over full width or road width would be significantly reduced with poor visibility.
<i>Flooding</i> <i>L x w x depth + text</i>	FLOD	If creating a dangerous flood on the highway. Also record as FLOOD (FL). Treatment as /ESI to get Flood signs in place. And inform area office engineering staff immediately

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HIGHWAY DRAINAGE: FLOODING**FL****(DI, CV, CH, PG, GY, MH, CP, FD, CD, BP, IN, CW, LB, CI, CR, HS, XO, FW, CT)**

DEFINITION: Flooding of the highway caused by the inadequate provision or operation of highway drainage facilities. If the cause can be established as an item of drainage inventory e.g. GY, that is the cause, then record that. If the flooding is general to the carriageway, then record CW with the cause to be found on later investigation.

If the general area is flooded, record as CW or FW etc. so that warning signs may be provided.

NOTES: The cause of flooding shall be ascertained and if necessary proposals for action recommended

Treatment Codes: /CLU /EVI /ESI /NON

Safety Inspection**CAT 1 - 24 Hour Make Safe**

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Flooding</i> L x w x depth + text	FLOD	If road flooded over full width or width significantly reduced with poor visibility. Treatment as /ESI to get Flood signs in place. And inform area office engineering staff immediately

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FENCES AND BARRIERS**FB, FN, BF, BT****(SF, PR, RW, FB, OI)**

DEFINITION: All types of boundary fences (including open iron b & w Cheshire fencing) and walls, antiglare screen fences, noise barriers, pedestrian guardrails and fences, and tensioned / untensioned vehicle safety fences/barriers.

Does not include parapets and guardrails on bridges and other structures or the structural elements of noise barriers.

Treatment Codes: /AJL /EVI /ESI /REP /RPL /NON (FB, FN, BF, BT)

Safety Inspection**CAT 1 - 24 Hour Make Safe**

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Missing</i> L x w x ht + text	MISS	Only if part of a safety barrier or pedestrian guard-rail. Treat = /EVI
<i>Damaged</i> L x w x ht + text	DAMM	Only if safety barrier bent / displaced. Inform the owner of stock as if stock in the field. Treat = /EVI

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HEDGES AND TREES (HG, TR, TC)**HT**

DEFINITION: This section relates to the maintenance of hedges and trees which are the responsibility of the County Council or which, although the responsibility of others are causing a nuisance or obstruction to the highway. contact: Borough Tree Officer.

Treatment Codes: /CUT /EVI /ESI /LET /TEL /NON

CAT 1 - 24 Hour Make Safe

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Unstable/overgrown</i> L + number + text	UNST	A branch or tree is clearly broken & swaying about above the road it is to be treated as an emergency.
<i>Dead tree</i> height + text	DTRE	A dead highway tree is clearly broken & leaning over above the road it is to be treated as an emergency.
<i>Dying/dead branch</i> length x ht + text	DBRA	If a dead branch is clearly broken & swaying about above the road it is to be treated as an emergency.
<i>Obscured sign or Traffic Signal Head</i> text	OBSN	24 hour response only for Signal Heads, mandatory signs.
<i>Overgrown & obstructing the way</i> Length + text	OVER	If the growth is forcing pedestrians off the footway into the path of traffic or if branches are projecting into carriageway Length = length of highway affected

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ROADSTUDS (RS)**RS**

DEFINITION: Reflective and non-reflective road studs of all types and colours including 'Catseyes'.

Treatment Codes: /EVI /ESI /PRG /RFC /RFX /RPL /STK /NON

CAT 1 - 24 Hour Make Safe

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Loose catseye casing</i> Type + Number + text	LCAS	Remove immediately then record another defect at this EXACT location as RS - MISC.

Type 401 = Class 1, prohibitory

Type 402 = Class 2, warning & informatory

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ROAD MARKINGS (RM, LL, LH, PX, RF)**RM**

DEFINITION: This section relates only to mandatory road markings in paint or thermoplastic materials, these markings may be longitudinal, transverse, hatched & special road markings, but not to edge markings.

Treatment Codes: /EVI /REM /NON

Safety Inspection**CAT 1 - 24 Hour Make Safe**

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Completely Missing Markings</i> Number + text	MISS	Only if a mandatory marking; Stop or Give-way line. Give way triangle STOP wording

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TRAFFIC SIGNS (SG, SB, RF)**SG**

DEFINITION: This section relates to all non-illuminated road traffic signs & permanent bollards.
A special Section, SE, is provided for electrical faults in illuminated signs.

Treatment Codes: / CLO / ESI / EVI / LET / PVN / TEL / REP / RPL / RSL / NON

ID No. & Diag No. are prompted for just before "Defect Code".

Safety Inspection**CAT 1 - 24 Hour Make Safe**

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Physical condition of fittings.</i> text	COFT	If in danger of falling into the road or onto pedestrians.
<i>Physical condition of frame</i> text	COFR	If in danger of falling into the road or onto pedestrians.
<i>Physical condition of post</i> text	COPT	If in danger of falling into the road or onto pedestrians.

SG

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Damaged.</i> text	DAMG	If in danger of falling into the road or if non-functional for Stop 601.1 & Give Way 602 at junctions with busy or high speed roads & Slippery Road 557 signs.
<i>Post Leaning</i> text	LEAN	If clearly dangerous i.e. could fall. In emergency, then phone message to Area highways office for street lighting attendance and action.
<i>Missing</i> text	MISS	For Stop 601.1 & Give Way 602 signs at junctions with busy or high speed roads.
<i>Pointing wrong way</i> text	RWAY	For Stop 601.1 & Give Way 602 signs at junctions with busy or high speed roads. Do not record direction or other information signs.

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ILLUMINATED ROAD TRAFFIC SIGNS (SG, SB, RF)**SE**

DEFINITION: This section relates to all **illuminated** road traffic signs including permanent bollards.

NOTES During recent years some illuminated traffic signs have been replaced with non-illuminated ones. In many cases the old wide-based posts have been left, sometimes still containing an electrical supply. Instances of such sign posts are to be recorded & reported to the Street Lighting Section, Backford, during office hours or the area duty officer outside normal office hours in case of difficulty.

Treatment Codes: /ESI /EVI /LET /PVN /TEL /REP /RPL /RSL /NON

Safety Inspection**CAT 1 - Time as shown or 24 Hour Make Safe**

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
Defects as for SG	COFT to DIRT & MISS	Guidance as for SG
<i>Accident damage</i> Response time + text	DAMG	If the post is in an obviously dangerous state, immediate phone message to relevant Street Lighting Officer for contractor to respond within ONE hour. Enter Response Time as 1½hrs.
<i>Exposed wiring</i> Response time + text	EXPW	Phone as above. Enter Response time as 1½ hrs
<i>Electrical Arcing</i> text	EARC	Phone as above. Enter Response time as 1½ hrs.

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ILLUMINATED ROAD TRAFFIC SIGNS Cont.....

SE

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Lantern Bowl hanging</i> text	LBHG	If bowl is hanging.
<i>Post Leaning or Bracket Arm hanging by cable</i> Response time + text	LEAN	If clearly leaning at a dangerous angle or bracket is hanging by its cable, then phone message to relevant Street Lighting Client Officer to respond within 1½ hours .
<i>Missing Door (Open, off or missing)</i> Response time + text	MISP	Phone message to relevant Street Lighting Officer to respond within 1½ hours. If children near, stay by post. Do NOT attempt to touch post.
<i>Pointing wrong way or twisted text</i>	RWAY	For Stop 601.1 & Give Way 602 signs at junctions with busy or high speed roads. Do not record direction or other information signs.
<i>Underground Cables Exposed</i> Response time + text	UXPW	If insulation damaged then phone message to relevant Street Lighting Client Officer to respond within 1½ hours .

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ROAD LIGHTING COLUMNS (LP)**LP**

DEFINITION: This section relates to the routine maintenance of road lighting installations

Treatment Codes: /ESI /EVI /LET /PVN /REP /TEL /RSL /NON

Identity No. prompted for just before "Defect Code"

Safety Inspection**CAT 1 - Time as shown or 24 Hour Make Safe**

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Electrical Arcing/ buzzing</i> text	EARC	The sound of electrical buzzing from within the column.
<i>Exposed wiring</i> Response time + text	EXPW	Telephone message to relevant Street Lighting Officer response time 1½ hours
<i>Accident damage</i> Response time + text	DAMG	If the column is in an obviously dangerous state, phone message to relevant Street Lighting Officer, response time 1½ hours.

LP

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Lantern Bowl hanging or Bracket Arm twisted</i> text	LBHG	If bowl is hanging or bracket arm is twisted
<i>Column Leaning unreasonably or Bracket Arm hanging by cable</i> Response time + text	LEAN	If clearly leaning at a dangerous angle or the bracket is hanging by its cable i.e. could fall, then phone message to relevant Street Lighting Officer, response time 1½ hours.
<i>Missing Door (Open, off or missing)</i> Response time + text	MISP	Phone message to relevant Street Lighting Officer, response time 1½ hours.. Do not touch post. If children near stay by post.
<i>Underground Cables Exposed</i> Response time + text	UXPW	If insulation damaged then phone message to relevant Street Lighting Officer, response time 1½ hours..

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TRAFFIC SIGNALS (TS, DL)**TS**

DEFINITION: This section relates to the routine maintenance of road signal installations. telephone message to Traffic Signals Section, Shared Services, at Backford Hall, telephone No 01244 973623. Immediate action taken = TEL to show that a phone message passed to the Traffic Signals Section.

Treatment Codes: /CUT /ESI /EVI /LET /RFX /REP /RPL /TEL /NON

Safety Inspection**CAT 1 - 24 Hour Make Safe or Response Time stated**

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>COMMENTS</u>
<i>Alignment or Obscuration</i> Response time + text	ALOB	If drivers cannot see heads or Alignment, cleanliness and visibility of signal heads Immediate phone message to Traffic Signals Section. Enter reported to Traffic Signals Section.
<i>Corrosion holes in post or box</i> Response Time + text	CORR	Severe corrosion holes allowing access to electrical equipment, particularly on doors or near ground level. Immediate phone message to Traffic Signals Section. Enter reported to Traffic Signals Section.
<i>Damaged</i> Response time + text	DAMG	If non-functional. All lights out immediate phone message to Traffic Signals Section! Enter reported to Traffic Signals Section.

TS

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>COMMENTS</u>
Lamp Out Type + Response Time + text	LAMP	Any lamps out immediate phone message to Traffic Signals Section. Enter reported to Traffic Signals Section.
Post Leaning or Loose Signal Head Response Time + text	LEAN	If clearly dangerous ie could fall immediate phone message to Traffic Signals Section.. Enter reported to Traffic Signals Section.
Missing Door Response time + text	MISP	Immediate phone message to Traffic Signals Section. Enter reported to Traffic Signals Section.
Underground Cables Exposed Response time + text	UXPW	If insulation damaged then immediate phone message to Traffic Signals Section Enter reported to Traffic Signals Section.

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SWEEPING & CLEANSING (CI, CR, CW, HS, LB, XO)**SC**

DEFINITION: This section is included to deal with mud & debris on the highway

Treatment Codes: /CLO /ESI /LET /SWP /NON

CAT 1 - 24 Hour Make Safe

<u>DESCRIPTION</u>	<u>DEFECT CODE</u>	<u>GUIDANCE</u>
<i>Mud on Road</i> L x w + text	SLOP	Slurry or mud on the road. 24 hour response if on a strategic route (2) or Main Distributor (3(a)) or other busy road. Notify those causing the problem. Immediate notification of Area Highways Office if road surface likely to be dangerous to get warning signs set up as soon as possible. Council will inform Police and take action to have slippery surface cleaned at cost to those causing it if they do not take immediate action.
<i>Material deposited on the highway surface</i> L x w x text	MUCK	Immediate action may be necessary to identify the source & cause of the danger and to notify those causing the problem that they face prosecution. Immediate notification of Area Highways Office. "Material" includes Diesel oil spillage - make clear in text.
Excess Surface Dressing Chippings L x w x text	CHIP	The defect is most likely to be present following surface dressing of the road Note as Contractor Works in text. If "loose chippings" signs not present notify Area Highways Office immediately.

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APPENDIX: TREATMENT CODES

ACTIVITY CODE	ACTIVITY CODE DESCRIPTION	TREATMENT CODE
BF	Boundary fences: Metal/concrete	/EVI /LET /REP /RPL /NON
BT	Boundary fences: Timber	/EVI /LET /REP /RPL /NON
CG	Covers, gratings, frames and boxes	/AJL /CLU /EVI /ESI /FLT /LET /REP /RPL /NON
CM	Concrete carriageway repairs	/EVI /ESI /RCS /SOB /STR /NON
CV	Highway drainage: Culverts	/CLU /EVI /NON
DI	Highway drainage: Ditches	/CLU /EVI /ESI /LET /NON
EC	Embankments and cuttings	/EVI /NON
FB	Fences and barriers	/AJL /EVI /ESI /REP /RPL /NON
FC	Footways and cycle tracks	/AJL /FLT /EVI /ESI /MFJ /PRB /PRD /PRG /RFX /RPL /SOB /NON
FD	Filter Drain	/EVI /ESI /NON
FL	Highway drainage: Flooding	/CLU /EVI /ESI /NON
FN	Safety fences: Steel - tension	/AJL /EVI /ESI /REP /RPL /NON
GA	Grassed areas	/CUT /EVI /ESI /LET /SBV /NON
PD	Highway drainage: Piped drainage systems	/CLU /EVI /ESI /PVN /NON

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APPENDIX: TREATMENT CODES

ACTIVITY CODE	ACTIVITY CODE DESCRIPTION	TREATMENT CODE
GC	Highway drainage: Gullies, Catchpits, Interceptors	/CLU /RPL /ESI /EVI /NON
GP	Highway drainage: Grips	/CLU /ESI /EVI /NON
HT	Hedges and trees: General	/CUT /EVI /ESI /LET /TEL /NON
KC	Kerbs, edgings and preformed channels	/AJL /EVI /RFX /RPL /NON
LP	Road lighting	/ESI /EVI /LET /PVN /REP /TEL /RSL /NON
MC	Flexible carriageway repairs	/AJL /CPL /EVI /ESI /PRA /PRB /PRD /PRE /PRG /PRI /RPL /SOB /NON
PD	Highway drainage: Piped drainage systems	/CLU /EVI /ESI /LET /PVN /NON
PG	Highway drainage: Piped grips	/CLU /EVI /ESI /RPL /NON
RM	Road markings	/EVI /ESI /REM /NON
RS	Roadstuds: General	/EVI /ESI /PRG /RFC /RFX /RPL /STK /NON
SE	Illuminated Signs	/CLO /ESI /EVI /LET /PVN /TEL /REP /RPL /RSL /NON
SG	Road traffic signs	/CLO /ESI /EVI /LET /PVN /TEL /REP /RPL /RSL /NON
SC	Emergency Sweeping & Cleansing	/CLO /ESI /LET /SWP /NON
TS	Traffic signals	/CUT /ESI /EVI /LET /RFX /REP /RPL /TEL /NON

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APPENDIX: TREATMENT CODES

TREATMENT CODE	TREATMENT CODE DESCRIPTION	DEFECT ATTRIBUTE DESCRIPTION All may not be present for any defect
AJL	Adjust level, refix/relay	Height, text
CLO	Clean only	Length, width, text
CLU	Clear/unblock	Percentage, text
CPL	Cold Planings	(Surface) Type, length, width, text
CUT	Cut/trim	Length, width, height, text
ESI	Emergency Sign/cone & maintain	Length, width, height, text
EVI	Engineer to Visit Site	Text
FLT	Fillet, mortar/asphalt	Length, height, text
LET	Notify owner: FAX/ Phone/ Letter	Length, height, text
MFJ	Mortar Fill to Joint	(Surface) Type, length, width, text
PRA	Patch - edge key & asphalt only	(Surface) Type, length, width, text
PRB	Patch - edge key & bitmac only	(Surface) Type, length, width, text
PRD	Patch-complete excavation & bitmac only	(Surface) Type, length, width, text
PRE	Patch-complete excav.& bitmac & asphalt	(Surface) Type, length, width, text
PRG	Patch - no excavation & bitmac only	(Surface) Type, length, width, text

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APPENDIX: TREATMENT CODES

TREATMENT CODE	TREATMENT CODE DESCRIPTION	DEFECT ATTRIBUTE DESCRIPTION All may not be present for any defect
PRI	Patch using hot rolled asphalt	(Surface) Type, length, width, text
PVN	Provide new	Emergency response, height, text
TEL	Telephone Emergency Call Out	Length, height, text
RCS	Reconstruct	Length, width, height, text
REM	Re-mark	Length, percentage remaining, text
REP	Repair	Length, text
RFC	Remove Stud Fill Cavity	Number, text
RFX	Refix	(Surface) Type, length, width, text
RPL	Replace	Length, width, height, text
RSL	Inform Street Lighting Client	Emergency Response, text
RTS	Inform Traffic Signal Control Centre Backford	Emergency Response, text
SBV	Sideback verge	Length, width, height, text
SOB	Seal/overband	Length, width, height, text
STK	Renew Dual Coloured Stick on Studs	Number, text
SWP	Sweep (Surface)	Length, width, text

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LIST OF AMENDMENTS SINCE PUBLICATION

NONE

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