



Safety Plus Inspection Manual


Contents

1	Highway Inspections	2
1.1	Introduction	2
1.2	Legislation & Codes of Practice	2
1.3	Policy	3
1.4	Maintenance Hierarchy for the highway Network	3
1.5	Other Surveys and Inspections in West Sussex	4
2	Principles of Safety Plus	5
2.1	Objectives of Safety Plus	5
2.2	Scope of Safety Plus Inspections	5
2.3	Recording Regime	5
3	Safety Plus Inspections	6
3.1	Inspection Routes/Frequency	6
3.2	WSCC Carriageway Hierarchy	7
3.3	WSCC Footway Hierarchy	9
3.4	WSCC Cycleway Hierarchy	10
3.5	Inspection Tolerances	11
3.6	Performance Management	12
3.7	Mode of Safety Plus Inspections	12
3.8	Driven Safety Plus Inspections	12
3.9	Walked Safety Plus Inspections	13

3.10	Inspections carried out on a bicycle	13
3.11	Site Specific Inspections	13
3.12	Recording Information	13
3.13	Unforeseen Circumstances	14
3.14	General duty to Maintain	14
3.15	Activities on the Highway	14
4	Classification of Safety Plus Defects	15
4.1	Safety Plus Assessment Table	15
4.2	Defect Categories and Repair Times	15
4.3	Codes for Safety Plus	17
4.4	Codes for Safety Plus - List	19
5	Observation Assessment	48
5.1	Objectives of Observation Assessments	48
5.2	Scope of Observation Assessments	48
5.3	Frequencies of Observation Assessments	48
5.4	Observation Assessments – Rating Values	48
5.5	Examples of Defective Levels	49
5.6	Recording Regime	50
Appendix A – Acronyms		
Appendix B – Generic Risk Assessment for Inspections		
Appendix B1 - Site Inspection and Surveys		
Appendix B2 – Driven Inspections		
Appendix B3 – Walked Inspections		
Appendix B4 – Inspection carried out on a bicycle		
Appendix C – Safety Plus Audits		70

Foreword

This document is part of a series of procedures within the Infrastructure Services Operations. It sets out how highway inspections will be carried out in West Sussex within the Safety Plus Regime.

A handwritten signature in black ink, appearing to read 'Geoff Lowry', is positioned above a horizontal line.

Geoff Lowry

Head of Highways & Transport

Issued 01/04/14

1 Highway Inspections

1.1 Introduction

As the Highway Authority West Sussex County Council has a statutory duty under the Highways Act 1980 to maintain the highway network ensuring that the highways are safe and that the public can use them without obstruction.

A regime of highway inspections is necessary to identify associate defects, the need for reactive/planned maintenance work and unlawful obstruction/interference with the highway.

The highway includes the carriageway, footway, grass verge and pathways upon which the public have access and maintained at public expense.

To ensure a consistent countywide approach to a formalised system (Safety Plus) that prescribes the frequency of inspections and the method of assessment, recording and actioning of highway defects has been adopted.

The Safety Plus inspection regime also assists in providing the evidence for a defence in any case of litigation brought against the County Council where lack of adequate maintenance of the highway has been alleged by a third party.

1.2 Legislation & Codes of Practice

Section 41 of the Highways Act 1980 imposes a duty on the Highway Authority (West Sussex County Council) to maintain those roads, footways and cycle tracks that are 'highways maintainable at public expense'.

Section 58 of the Highways Act 1980 states that a statutory defence against third party claims is provided where the Highway Authority can establish that reasonable care has been taken to 'secure that the part of the highway to which the action relates' to a level commensurate with the volume of ordinary traffic such that it 'was not hazardous to traffic'.

Section 130 of the Highways Act 1980 places a general duty on the Highway Authority to 'assert and protect the rights of the public' in their lawful use of the highway.

UK Roads Liaison Group 'Well Maintained Highways' A Code of Practice for Maintenance Management sets out recommended minimum standards of highway inspections.

http://www.ukroadsliaisongroup.org/pdfs/p03_well_maintained_highways.pdf

1.3 Policy

In order to satisfy West Sussex County Council's legal obligations a formalised system of highway inspections known as 'Safety Plus' was agreed by West Sussex Highways and Transport Committee Meeting in November 1997. This ensures highway inspections will be carried out and any safety defects identified are repaired within prescribed timescales.

1.4 Maintenance Hierarchy for the Highway Network

In arriving at a maintenance hierarchy for carriageways and footways, guidance has been taken from 'Well Maintained Highways' A Code of Practice, July 2005. The Code recognises that variations to policies may be appropriate to take account of local circumstances. However, whilst the Code is not mandatory, it is important to provide the reasoning for any departures from the Code.

The Code encourages that the hierarchy should reflect the function and use of each element of the highway network rather than being based on the road classification alone.

There are two types of highway inspections that shall be carried out by the Highway Officer on West Sussex's highways. In addition a condition assessment may be undertaken as described below.

- Safety inspections to identify hazardous (to any user of the highway including drivers, pedestrians, equestrians and cyclists) defects so that an effective repair can be carried out within a pre-determined response time.
- Site specific inspections are also undertaken by Highway Officer in response to particular circumstances, such as reports of defects from the police, general public, other agencies and utilities.
- In addition to a Safety Inspection Observation Assessments (OAs) assess the general condition of the individual roads and pavements and the need for planned structural maintenance or less-urgent work which can be programmed accordingly. OAs are carried out at the same time as a Safety Inspection.

1.5 Other Surveys and Inspections in West Sussex

Additional routine inspections are also carried out these include:

Street lighting and illuminated sign inspections (undertaken by the Street Lighting Contractor).

New Road and Streetworks Activities (NRSWA). undertaken by the Streetwork Inspectors & Enforcement Officers).

Bridge Inspections (undertaken by Bridge Engineers)

Structural Condition Surveys and Detailed Inspections as recommended in UK Roads Liaison Group 'Well Maintained Highways' A Code of Practice for Maintenance Management are undertaken on behalf of the Director of Communities and Infrastructure by West Sussex Highways.

Structural Condition Surveys consist of a combination of machine based (SCANNER) and visual assessment (MARCH and NRMCS).

Detailed inspections are divided into Coarse Visual Inspections (CVI) and Detailed Visual Inspections (DVI). These surveys permit assessment for the purpose of prioritising structural maintenance expenditure, and for monitoring the changing condition of the network.

Supplemental detailed inspections are also carried out after a fatal collision has occurred. Remedial maintenance works will possibly be required as a result of these inspections.

2 Principles of Safety Plus

2.1 Objectives of Safety Plus Inspections

The main objective of Safety Plus inspections is to identify hazardous (to any user of the highway including drivers, pedestrians, equestrians and cyclists) defects, so that they may be made safe or repaired within a pre-determined response time. These are known as intervention defects.

Other less urgent defects that are not intervention defects are generated through the OA process.

The Safety Plus inspection regime also assists in providing the evidence for a defence in any case of litigation brought against the County Council where lack of adequate maintenance of the highway has been alleged by a third party.

2.2 Scope of Safety Plus Inspections

Highways maintained at public expense (Classes A, B, C, D & E) within West Sussex, excluding trunk roads and motorways, are subject to Infrastructure Operations Safety Plus inspection regime.

2.3 Recording Regime

All appropriate information from any safety or site specific inspection shall be recorded via the 'Confirm' system.

3 Safety Plus Inspections

3.1 Inspection Routes/Frequency

Each road/footway/cycleway in West Sussex referred to in 2.2 is allocated to an inspection route. The hierarchy determines the mode and frequency of inspection.

There are 4 inspection frequencies: 1, 3, 6 or 12 monthly.

The County Council may vary the hierarchy/inspection frequency where appropriate, but must ensure that variations are recorded together with the associated reasoning. Any changes made to inspection frequency must be tested against the carriageway or footway hierarchy tables.

Minimum frequencies of Safety Plus inspections are provided in the following tables together with a comparison to the Code of Practice.

3.2 WSCC Carriageway Hierarchy

CoP Category	CoP Hierarchy Description	CoP Type of Road General Description	CoP Description	WSCC Category (Groups)	WSCC Description	WSCC Inspection Frequency
1	Motorway	Limited access, motorway regulations apply	Routes for fast moving long-distance traffic. Fully grade separated with restrictions on use	Not applicable	West Sussex CC is not responsible for motorways	Not applicable
2	Strategic Route	Trunk and some Principal A Roads between Primary Destinations	Routes for fast moving long-distance traffic with little frontage or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and vehicle parking is generally prohibited	2	Principal A roads between primary destinations	Monthly
3a	Main Distributor	Major Urban Network and Inter-primary links. Short to medium distance traffic	Routes between Strategic Routes, and linking urban centres to the Strategic Network with limited frontage access. Urban speed limits are generally 40mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety	3a	All other A and most B Class Roads	
3b	Secondary Distributor	Classified Road (B&C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In rural areas these link larger villages and HGV generators to the Strategic and Main Distributor networks. In built-up areas there are generally 30mph speed limits, very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking generally unrestricted except for safety reasons	3b	Remainder of B Class roads, and roads of any class such as the Advisory Lorry Routes as defined in the Local Transport Plan (LTP) that carry traffic volumes similar to those experienced on 'B' class roads	

4a	Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In rural areas these link the smaller villages to the distributor roads. They are of varying width not always capable of carrying two-way traffic. In urban areas they are residential or industrial interconnecting roads with 30 mph speed limits, random pedestrian movements and uncontrolled parking	4a	<p>1. In rural areas - roads linking between Main and Secondary Distributors with frontage access and frequent junctions, having speed limits of 40mph and traffic flows > 1000 vehicles per day</p> <p>2. In urban areas - other heavily used roads, such as industrial estate roads, having speed limits of 30 mph</p>	3-monthly
4b	Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. Often single lane width and unsuitable for Large Goods Vehicles (LGV). In urban areas they are often residential loop roads or cul-de-sacs	4b	Unclassified roads forming important links, and quiet C roads	6-monthly
				4c	Other Roads - Access Roads	Annually

Notes

- CoP = Code of Practice. 'Well-maintained Highways. Code of Practice for Highway Maintenance Management'. UK Roads Liaison Group. July 2005
- To reflect the specific nature of the network in West Sussex, Group 4b has been sub divided further to enable an additional level of inspection based on usage and associated risk. The new sub-divisions are Group 4b, to be inspected at a higher 6-month frequency, and 4c to be inspected annually as currently defined in the Code.
- Where cycleways exist as an integral part of the carriageway they will be inspected at the same frequency / intervention levels as the host carriageway.
- Where definitive data on daily traffic volumes and typical speeds is not available, categorisation will be based on the judgement of experienced highway staff

3.3 WSCC Footway Hierarchy

CoP Category	CoP Category Name	CoP Description	WSCC Category (Grouping)	WSCC Description	WSCC Inspection Frequency
1(a)	Prestige Walking Zone	Very busy areas of towns & cities with high public space and street scene contribution	1 (Very heavily used footways)	Urban shopping and business areas. Includes precincts, main shopping areas and major transport nodes such as large train stations or large city-centre car parks	Monthly
1	Primary Walking Zones	Busy urban shopping and business areas and main pedestrian routes			
2	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc	2 (Heavily Used Footways)	Access routes in urban areas, local shopping parades outside town centres (5 shops or more), defined parts of routes to schools and educational establishments (more than 1,000 pupils)	3-monthly
3	Link Footways	Linking local access footways through urban areas and busy rural footways	3 (Frequently Used Footways)	Town / City Schools and schools with defined walking bus routes, busy rural footways, industrial estates or business parks, large NHS hospital defined frontages.	6-monthly
4	Local Access Footways	Footways associated with low usage, short estate roads to the main routes, and cul-de-sacs	4 (Little Used Footways)	All footways not covered in other groups	Annually
5			5 (Footpath of limited use / access)	Generally unbound narrow path /alley on which limited maintenance is undertaken commonly known as twittens	Annually

- Notes CoP = Code of Practice. 'Well-maintained Highways. Code of Practice for Highway Maintenance Management'. UK Roads Liaison Group. July 2005
- NB: Where cycleways exist as an integral part of a footway they will be inspected at the same frequency / intervention levels as the host footway.

3.4 WSCC Cycleway Hierarchy

CoP Category	CoP Category Name	CoP Description	WSCC Category	WSCC Description	WSCC Inspection Frequency
A	Cycle Lane	Cycle lane forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entries allowing cycle access)	Cycle Lane	Cycle lanes defined by white edge lining on any class road. Including painted or coloured surfaces	6 monthly
B	Cycle track	Cycle track, a highway 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 un-segregated	Cycle path	Designated cycle paths which are either shared, partially segregated or fully segregated on any class of footway within the hierarchy	As per frequency of footway
C	Cycle Trails	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	Cycle Route	Permissive metalled surface cycle routes where WSCC has a power or duty to maintain	Per annum

- CoP = Code of Practice. 'Well-maintained Highways. Code of Practice for Highway Maintenance Management'. UK Roads Liaison Group. July 2005
- Each cycleway inspection is supplemented by additional walked or driven inspections as identified by the road / footway hierarchy.
- Inspection on designated or specifically signed cycle routes (i.e. Sustrans routes) where cycling is diverted will be inspected as the road hierarchy.

3.5 Inspection Tolerances

Safety Plus will be carried out on time within the tolerances set out below.

Type of Inspection	Tolerance
Monthly Inspections	30 calendar days from date of last inspection + or – 7 days.
Three Month Inspections	89 calendar days from date of last inspection + or – 7 days
Six Month Inspections	178 calendar days from date of last inspection + or – 15 days
Twelve Month inspections	1 year from date of last inspection + or – 15 days.

If a Safety Plus inspection cannot be completed on its due date, because of unforeseen circumstances e.g. inclement weather (snow), then a record of the fact must be entered onto the inspection record at time of inspection so an accurate record can be maintained.

3.6 Performance Management

Performance management of Safety Plus will be subject to regular audit as follows:

Measure	Performance	Frequency of review
Ensure routes are completed on time and in accordance with Safety Plus policy	98% compliance	Monthly monitor
Audit of Defects / Inspection	GREEN = Exceeded required standard AMBER=Standard met RED = Standard has not been met	Minimum of twice per year If Red then Officer is retrained as required and re-audited within 3 months.

3.7 Mode of Safety Plus Inspections

Carriageway inspections are carried out either on foot or from a slow moving vehicle. Where a vehicle is used it MUST be "double manned".

Footway inspections are to be undertaken on foot, unless adequate justification for an exception to this rule is fully documented and agreed with Inspection Team Leader.

Cycleway inspections are carried out either on foot or from a bicycle.

All inspections will be undertaken in accordance with The Safe Monitoring and Inspecting On-Site Pocket Handbook and Safe Working on the Highway.

All possible precautions must be taken to ensure the inspection is carried out safely (see Appendix D generic risk assessment). If at the time of inspection the Highway Officer considers it too hazardous to complete a route safely then they should consult with their Line Manager for advice and record actions (ref 3.12).

3.8 Driven Safety Plus Inspections

All driven inspections must be carried out using a County Council inspection vehicle specifically adapted for this purpose.

The Highway Inspector is required to identify defects (where practicable) over the whole highway.

The speed for driven inspection is 30mph however this is dependant on road and traffic conditions.

Unless a section of highway is unidirectional monthly driven inspections will be carried out in opposite directions in alternate months.

All other driven inspections will be carried out in both directions unless it is uni-directional or otherwise agreed with the Inspection Team Leader. All deviations shall be recorded.

3.9 Walked Safety Plus Inspections

The Highway Inspector is required to walk both footways and identify defects (where practicable) over the whole highway.

Attention should be paid to crossing points for pedestrians. Footway criteria intervention levels apply to the carriageway at formalised crossing points.

When inspecting the upstand on a vehicle access apron adjacent to the road/kerb footway trip intervention levels do not apply.

3.10 Inspections carried out on a bicycle

Cycled inspections are carried out at an appropriate speed and cover the extent of the cycleway.

3.11 Site Specific Inspections

Any safety defects identified outside of a planned Safety Plus inspection is recorded as an ad-hoc defect.

Examples of site specific inspections include reports of isolated defects from the police or general public and additional inspections that are higher than the frequency expected for that category of road.

Emergency or 5 day defects identified while in transit between two points, and is not on any current inspection route are also required to be recorded. Any defect found requiring a greater response time than 5 days is NOT an in transit defect and no further action should be taken.

3.12 Recording Information

All details and defects identified arising from either a Safety Plus or site specific inspection must be logged into the Confirm database.

On Safety Plus driven inspections and inspections carried out on a bicycle, all information is to be recorded initially into a voice recorder and then entered into the hand held computer on the day of the inspection.

All information from walked inspections is to be directly entered into the hand held computer at the time of the inspection. All the inspection details will then be uploaded into Confirm on the same day.

If this is not possible for technical reasons all details from the inspection must be loaded into Confirm as soon as practically possible.

3.13 Unforeseen Circumstances

When a particular road or section of road is obstructed while an inspection is being carried out e.g. major road works, special arrangements must be made to re-visit the site after the obstruction has been removed to ensure no intervention defects exist. If it is not possible to carry out the inspection within the correct timeframe tolerances then the Inspection Team Leader must be informed that the inspection has been delayed.

A note recording the obstruction(s) must be made at time of inspection. The subsequent inspection will be recorded as a re-inspection. (**See Refer to the confirm team or the System Team Leader for advice on logging ad-hoc defects**).

3.14 General duty to maintain

Notwithstanding the defect categories in this document the Highway Inspector may refer any perceived defect to the highway asset which could present a significant risk to safe passage to the highway user. Referral in this instance is to their Line Manager for consideration and action if required.

3.15 Activities on the highway

When carrying out safety inspections the opportunity should be taken to note any activity which may be a concern to the detriment of the highway asset. These are passed to other teams to action as appropriate.

Examples include builder activity which may damage the footway, and vehicles crossing the pavement to gain access to private property, which appears to be unauthorised.

4.0 Classification of Safety Plus Defects

Identifying defects – it should be remembered that not all defects found are Safety Plus intervention level defects. It is vital that the Officer is able to differentiate and prioritise accordingly.

4.1 Safety Plus Assessment Table

		INSPECTION FREQUENCY			
		Monthly	3 Monthly	6 Monthly	Yearly
IMPACT	High	Within 5 days			
	Medium	Within 28 days			
	Low	OA /traffic / engineering assessment			

Defects are assessed on a risk matrix based on the frequency of inspection.

4.2 Defect Categories and Repairs Times

When a defect or condition is recorded, it is categorised according to the urgency with which repair works are to be carried out.

a) Emergency Response Required

2 hour response is available for the most catastrophic of events e.g. fallen trees, flooding, missing manhole covers, sign posts obstructing the footway / carriageway or any event which an Officer deems it too hazardous to leave the site before the repair is carried out or it has been made safe.

b) Fix within 5 days (calendar).

This category is reserved for defects that are likely to represent a hazard to highway users. These defects require some form of action to be taken within **5 days** either permanent and/or temporary. If a temporary action is recorded, there must also be a permanent action to accompany it. In such circumstances, the maximum repair time for the permanent repair is **28 days** from the original defect being identified.

c) Fix within 28 days (calendar).

This category is used for safety intervention defects in less urgent need of repair. The maximum period of time for permanent repair is **28 days**

Any defect reported by a customer that falls within safety plus criteria shall also be repaired within 28 days or sooner depending on severity.

Non intervention defects are generated through the OA process and are passed through to the Routine Maintenance Team for an additional inspection / action.

External defects / customer enquires

With the introduction of the Confirm Customer Services module in November 2010, enquires are created for some external defects.

4.3 Codes for Safety Plus

CATEGORY	CODE	DEFECT
Carriageways	CPOT	Potholes
	CHEU	Heave or subsidence
	CEDG	Edge deterioration or breakout
	CCOV	West Sussex manhole covers or gully gratings missing or structurally unsound
	CGRT	Carriageway covers sunken or raised
	CGUL	Sunken carriageway gullies
	CMRM	All carriageway markings as specified p25
	AIDI	All signs as specified p26, safety barriers or pedestrian guard rails
Footways	FTRP	Footway hole, depression or variation that creates a trip or fall hazard
	FCOV	Footway cover or gully grating missing, incorrect or broken Footway cover or gully sunken or raised
Verge	VCOV	Verge cover or gully missing, incorrect or broken
	VERG	Verge deterioration mainly due to overrun
Kerbs	KERB	Kerbs missing or misaligned adjacent to verge
Twittens	TWIT	Urban Public Right of Way requiring maintenance
All	HIGH	WSCC internal highway obstructions including flooding, oil spills, highway hedges and trees
External Defects	EXTT	3 rd Party Defects belonging to WSCC Street lighting contractor, WSCC Traffic light contractor and Utility Companies as specified
	UTIL	NRSWA Section 81 defects
E/O Non safety plus items requiring Enquires		Damaged safety barrier and pedestrian guard rail to be investigated for action by Asset Management Team (AMT)
		Non safety carriageway markings to be investigated for action by Traffic Team
		Non safety sign work to be investigated for action by Traffic Team
		Non safety road stud repairs to be investigated for action by Traffic Team

		Trees requiring the attention of the County Arboriculturist
		Planned carriageway works to be actioned by Routine Maintenance Team Leader
		Planned footway works to be actioned by Routine Maintenance Team Leader
		Planned drainage works / drainage problems requiring an investigation to be actioned by Routine Maintenance Team Leader
External Safety Plus defect(s) requiring Enquiry		Private Overgrown Vegetation
External Safety Plus defect(s) requiring Enquiry		Illegal obstructions on the highway

4.4 Codes for Safety Plus - List

CATEGORY	CODE	DEFECT
Carriageways	CPOT	Potholes

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
<p>A pothole greater than 100mm deep and at least 150mm wide in all directions.</p> <p>At formalised pedestrian crossing points use FTRP intervention levels.</p>	<p>A pothole with exposed unbound foundation, or Pothole between 40 and 99mm deep and at least 150mm wide in all directions including block work missing.</p> <p>At formalised pedestrian crossing points use FTRP intervention levels.</p>	<p>Pothole of less than 40mm.</p> <p>Surface Erosion.</p>

DESCRIPTION

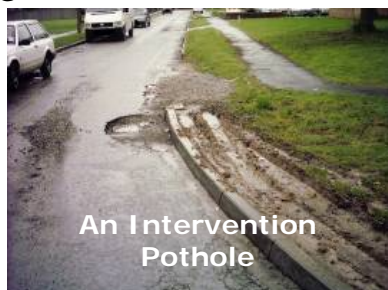
When the wearing course of a road has reached the end of its workable life the surface becomes brittle and water is able to penetrate the surface causing fretting, often these are shallow and not intervention defects.

Potholes form when water penetrates to the lower levels of the road construction. As the depth and size of the pothole increases so does the risk to the highway user.

Once a depth of 40mm is reached, action is required for repair or has an exposed unbound foundation.

Potholes are a hazard to all road users, particularly cyclists and motorcyclists not just because of running over an uneven surface, but also they may swerve around them bringing them into conflict with oncoming and overtaking vehicles. At formalised pedestrian crossing points the carriageway becomes an extension of the footway, therefore footway intervention levels must prevail and code FTRP must be used.

EXAMPLES



CATEGORY	CODE	DEFECT
Carriageways	CHEU	Heave or subsidence

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
N/A	<p>Heave or subsidence of more than 100mm vertically in a maximum length of 600mm horizontally.</p> <p>Action: Report to Routine Maintenance Team</p>	N/A

DESCRIPTION

Heave or subsidence can be considered as hazardous as a pothole. The normal cause is an underlining problem with the matrix of road construction or poor drainage.

Excess heave or subsidence should be reported to the Routine Maintenance Team and signs placed accordingly. Isolated areas should be reported to an individual's Line Manager and investigated appropriately.

EXAMPLES



CATEGORY	CODE	DEFECT
Carriageway	CEDG	Edge deterioration or breakout

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
N/A	Carriageway edge erosion of 100mm deep or more, within 300mm of the left hand edge of the carriageway or left of the edge solid white line	All other carriageway edge erosion.

DESCRIPTION

Edge erosion allows the channelling of water this can ingress into the carriageway and cause breakout.

EXAMPLES



CATEGORY	CODE	DEFECT
Carriageways	CCOV	Carriageways covers or gullies missing or broken

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
<p>West Sussex manhole covers or gully gratings missing or structurally unsound.</p> <p>Missing covers are an Emergency response.</p>	<p>West Sussex manhole covers or gully gratings causing a noise issue.</p>	<p>N/A</p>

DESCRIPTION

Missing or structurally unsound covers or gully gratings are a risk to all road users.

Covers or gully gratings creating exceptional noise when vehicles drive over them, particularly in residential areas.

If it's not a WSCC cover, but it's in a hazardous condition, it must be made safe (emergency response) in these instances use UTIL process

EXAMPLES



CATEGORY	CODE	DEFECT
Carriageways	CGRT	Carriageway cover sunken or raised

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
West Sussex carriageway manhole cover sunken or raised by 100mm or more.	West Sussex carriageway manhole cover sunken or raised by between 40 and 99mm.	N/A

DESCRIPTION

Sunken or raised manhole covers are a risk to all highway users.

If it is not a WSCC manhole cover, but it is in a hazardous condition, it must be made safe (Emergency response) in these instances use UTIL process

EXAMPLES



CATEGORY	CODE	DEFECT
Carriageways	CGUL	Carriageway gullies sunken or raised

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
West Sussex carriageway gully sunk by 100mm or more from its intended position. Gullies are designed to be lower than the adjacent surface.	West Sussex carriageway gully sunk by between 40 and 99mm from its intended position. Gullies are designed to be lower than the adjacent surface.	N/A

DESCRIPTION

Sunken gullies are a risk to all highway users.

Gullies are designed to be lower to the adjacent surface to allow for the drainage of water, therefore a defect should only be recorded when the gully has sunk to beyond the appropriate intervention level.

EXAMPLES



CATEGORY	CODE	DEFECT
Carriageway	CMRM	All safety carriageway markings

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
<p>Missing or more than 75% faded GIVE -WAY or STOP markings .</p> <p>Action: place temporary sign. (dia 7012). Raise enquiry to 'ESTT' to action within 28 days</p>		<p>All other missing or more than 75% faded markings.</p> <p>Action: Raise enquiry to 'ESTT' to priorities replacement</p>

DESCRIPTION

Faded or Missing GIVE – WAY & STOP markings will require prompt attention because they represent an immediate hazard or because there is a breach of statutory duty.

Replacement or refurbishment of all other road markings will be prioritised by the ESTT and undertaken as part of the County's cyclical markings programme.

EXAMPLES



CATEGORY	CODE	DEFECT
Carriageway	AIDI	All safety signs as specified, safety barriers or pedestrian fencing timber or metal.

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
<p>Safety barriers or pedestrian fencing in a hazardous condition. Signs leaning/hanging into the highway. Missing GIVE-WAY & STOP signs</p> <p>ACTION – Raise job to make area safe /put out temporary signs if necessary. Send details via an enquiry to AMGT (fences/barriers,) or ESTT (Signs)</p>	<p>Damaged, missing, obscured, or badly faded safety signs as specified below or missing channels / clips or severely corroded posts in danger of falling over.</p> <p>ACTION – Raise job to make area safe/collect damage signs, send details via an enquiry to ESTT</p>	N/A

DESCRIPTION

Safety Signs:

Height Restriction dia 530

Height Restrictions (arch bridge) Dia 531.1

STOP Dia 601.1

GIVE –WAY Dia 602

Turn Left Dia 606

Turn Left (or right) ahead Dia 609 /610

No Right Turn Dia 612

No Left Turn Dia 613

No Entry Dia 616

One Way Traffic Dia 652

Weak Bridge (with appropriate weight) Dia 626.2A

Speed Limit (will show 20/30/40/50/or/60/ de-restriction –Terminal (not repeaters)

One Way Traffic Dia 652

Chevrons Dia 515

The replacement / repair of signs will be arranged by the Traffic Team within appropriate time scale.

Safety barriers are designed to absorb energy by deforming when hit and will need inspection and/or replacement after collisions. Officers can only make a visual assessment of the damage, MAKE THE AREA SAFE and report back to the Asset Management Group (AMGT).

When a barrier is damaged the whole structural integrity may be weakened. The area should be made safe with a row of big foot cones, or in extreme circumstances on a dual carriageway a lane closure implemented and the Asset Management Group informed as soon as possible.

If a safety barrier is damaged, but considered to be in a safe condition, an enquiry is raised and past to the Asset Management Group.

Pedestrian metal guard rail is designed to absorb energy by deforming when hit and will need inspection and/or replacement after collisions. Officers can only make a visual assessment of the damage, MAKE THE AREA SAFE and send details of the damage via an enquiry to the AMGT.

Timber highway fencing should be checked for obvious defects or weakness and where found this should be reported via an enquiry to the AMGT for appropriate action.

Signs obscured by dirt or vegetation – Send details via an enquiry to the Cyclical Maintenance Team Leader to action

Signs should be erected at least 2.1m above the footway and at least 2.3m above a cycleway

EXAMPLES



Pedestrian Guard Rail in a hazardous condition



Hazardous Pedestrian Guard Rail



CATEGORY	CODE	DEFECT
Footway	FTRP	Footway hole, depression or variation that creates a trip or fall hazard

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
<p>Footway defect of 50mm deep or more and more than 200mm from a vertical edge boundary or tree well.</p> <p>Heave or subsidence of more than 50mm vertically in a maximum length of 600mm horizontally.</p> <p>Slab joint of 50mm wide or more.</p> <p>Slab rocking 25mm or more exposed face.</p>	<p>Footway defect between 20 and 49mm deep more than 200mm from a vertical edge boundary or tree well.</p> <p>Heave or subsidence of between 29 and 49mm vertically in a maximum length of 600mm horizontally.</p> <p>Missing/ rocking kerb greater than 25mm.</p> <p>Slab joint between 20 and 49mm wide.</p> <p>Slab rocking 10-24mm exposed face.</p>	<p>Any other footway defect.</p>

<p>DESCRIPTION</p> <p>Loss of surface aggregate finally leads to potholes. This is the most obvious sign of failure of the upper layers of the footway and can be hazardous.</p> <p>Missing slabs or modular paviors leave holes and should be considered as potholes.</p> <p>Trips are caused where slabs or modular paviors settle unevenly or crack. Particular attention should be paid to areas that are subject to overrun by vehicles.</p> <p>Where footway surface is raised adjacent to the kerb line it is considered to be a non-intervention defect until the raised surface is greater than 40mm.</p> <p>Hardened areas which do not form part of the road are not necessarily footway areas. In these circumstances carriageway criteria should be used to determine intervention levels. Eg anti pedestrian paving.</p>

A slab, modular pavior or sett, which is not supported evenly, will rock when loaded. The problem is exacerbated if the rocking pumps water and fines out from under the module, reducing the support further. This fault is usually only detectable if the module is walked on.

EXAMPLES

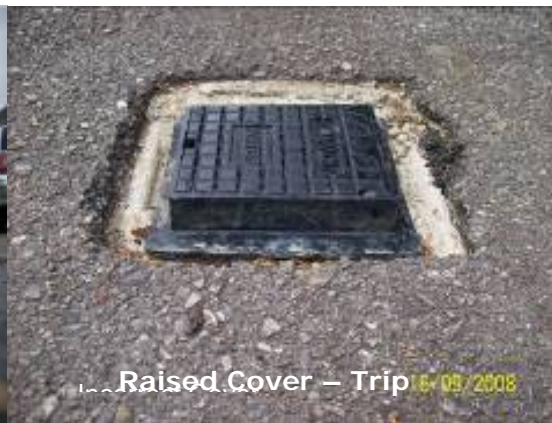


CATEGORY	CODE	DEFECT
Footways	FCOV	Footway cover or gully structurally unsound or missing Footway cover or gully sunken or raised

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
<p>West Sussex footway manhole covers or gullies structurally unsound or missing.</p> <p>Missing covers are an emergency response.</p> <p>West Sussex footway manhole cover or gully sunken or raised by 50mm or more from its intended position.</p>	<p>West Sussex manhole covers or gullies obviously incorrect.</p> <p>West Sussex footway manhole cover or gully sunken or raised by between 20 and 49mm from its intended position.</p>	N/A

<p>DESCRIPTION</p> <p>Missing or broken covers are a risk to all road users, particularly those with impaired mobility.</p> <p>Inappropriately specified covers and gullies should be addressed, as they may present a hazard to highway users.</p> <p>If it is not a WSCC cover, but it is in a hazardous condition, it must be made safe (emergency response) in these instances use UTIL process.</p> <p>Sunken or raised manholes covers or gullies are a risk to all footway users, particularly those with impaired mobility.</p> <p>Some gullies are designed to be sunk in to the surface to allow for the drainage of water, therefore a defect should only be recorded when the gully has sunk to beyond the appropriate intervention level.</p> <p>If it is not a WSCC manhole cover, but it is in a hazardous condition, it must be made safe (emergency response) in these instances use UTIL process.</p>

EXAMPLES



CATEGORY	CODE	DEFECT
Verges	VCOV	Verge cover or gully structurally unsound or missing

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
West Sussex verge manhole covers or gullies structurally unsound or missing. Missing covers are an emergency response.	West Sussex verge manhole covers or gullies obviously incorrect.	N/A

DESCRIPTION

Missing or structurally unsound verge covers are a risk, particularly those with impaired mobility.

Incorrect covers and gullies should be addressed as they may present a hazard to highway users.

If it is not a WSCC cover, but it is in a hazardous condition, it must be made safe (emergency response) in these instances use UTIL process.

EXAMPLES



CATEGORY	CODE	DEFECT
Twittens	TWIT	Surface

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
Vegetation severely restricting access surface eroded making path impassable	Vegetation / surface erosion impeding access.	N/A

DESCRIPTION

The above standards are set against the normal established / customary use of twittens that can reasonably be expected given the character of the location and current conditions.

Eg: if after a period of heavy / prolonged rain it would not be expected for the surface to be passable without due care and attention.



CATEGORY	CODE	DEFECT
Verges	VERG	Verge deterioration mainly due to overrun

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
N/A	Ruts greater than 100mm deep, over 300mm long, over 300mm from the edge of the carriageway.	All other verge deterioration.

DESCRIPTION

Verge damage happens in both rural and urban locations.

The risk, however, is dependent on the consequences of leaving the damaged area. Each site will need to be assessed individually at time of inspection.

EXAMPLES



CATEGORY	CODE	DEFECT
Kerbs	KERB	Kerbs missing or misaligned.

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
N/A	Kerbs missing, rocking or misaligned vertically by more than 40mm or horizontally by more than 15mm.	All other kerb defects.

DESCRIPTION

This code is used for kerbs not associated with a footway.

Where kerbs are dislodged remove. Where lengths greater than 3m of missing kerbs exist make safe with a tarmacadam fillet at either end and pass to Routine Maintenance Team Leader for initial assessment.

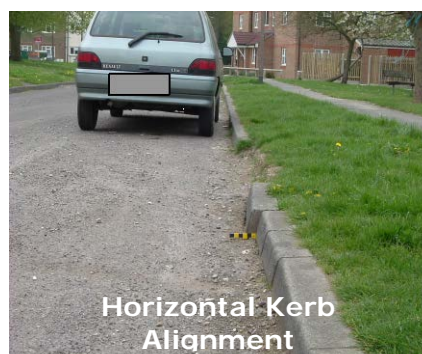
Horizontal alignment: if the kerb projects into the carriageway it may be hazardous for road users, this also applies to ironwork located within the kerb line i.e. side entry gully.

Vertical alignment only on kerbs without a footway.

Preformed channels are part of the kerb poor alignment and can lead to drainage problems and water collecting in puddles.

Poor kerb alignment may be a symptom of overrun and can lead to ingress of water.

EXAMPLES



CATEGORY	CODE	DEFECT
All	HIGH	WSCC internal carriageway or footway obstructions including flooding, oil spills, highway hedges and trees.

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
Highway obstruction causing immediate hazard. Sightlines obscured or blocking safe passage for highway users.	Highway obstruction not causing immediate hazard, but may if left until next inspection.	N/A

DESCRIPTION

Mud, oil, fuel or water lying on a road has a major factor on how a vehicle will react in an emergency. Action must be taken to warn motorists of the impending hazard. E.g. place out warning signs.

Another example includes broken bollards, which create trip hazards, - Action make safe area and raise enquiry to ESTT to organise replacement

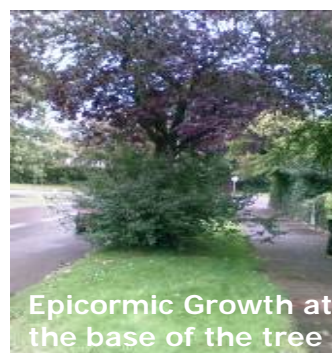
Epicormic growth (low growth at base of the tree) can be a problem for all highway users.

Consider highway users having to avoid an obstruction as they may come into conflict with each other.

Highway vegetation blocking footway by 33% or more, and / or <1.2m footway available, overhanging the carriageway by 5m or less, footway by 2.1m or less, cycleway by 2.3m or less. – Action Raise an enquiry to Cyclical maintenance team leader to action within the appropriate time scale.

Sightlines obscured by vegetation at junctions and roundabouts.

EXAMPLES



CATEGORY	CODE	DEFECT
External Obstruction / Defect	EXTT	West Sussex Contractor responsibility / 'Live' NRSWA defects

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
<p>Any street light, illuminated sign, traffic light problem or NRSWA defect assumed to be in guarantee period</p> <p>Raise enquiry (NOT DEFECT) and send to appropriate team (e.g. Streetworks)</p>		

DESCRIPTION

Examples of 3rd Party safety intervention defects:

Traffic lights and light controlled pedestrian crossings – The contractor responsible is 'Telent'.

All other electrical problems or faded illuminated signs – The contractor responsible is 'SSE'.

Each sign or lighting column has a reference number on it. This must be recorded as a reference for the Street Lighting Contractor.

Officers must assume that the electrical supply is live in all circumstances. Therefore only visually inspect damaged or defective apparatus. DO NOT TOUCH.

If damaged, badly fitting or cracked covers are found inform the appropriate company.

New Roads and Streetworks Defects that are within the 2 or 3 year guarantee period or are 'live' problems are passed to the Streetwork & Enforcement Inspectors for investigation examples include sunken trenches, signing & guarding issues.

Although there are dedicated Streetwork & Enforcement Officers in each area office, an Officer still has a duty of care to attend to NRSWA defects no matter how the defect was identified and appropriate action should be taken to protect the public at all times

EXAMPLES



CATEGORY	CODE	DEFECT
External Defects	UTIL	Defective Utility Owned apparatus / plant

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
<p>Any Utility cover or frame missing / broken / raised or sunk by greater than 25mm.</p> <p>Any inspection covers /doors / cabinets broken or open / unlocked exposing equipment.</p> <p>Worn / Polished covers in C/W bends, Cycleways, dual C/W or areas of high pedestrian use.</p>	<p>Any Utility owned defect not covered by 'HIGH IMPACT'.</p> <p>Any Utility cover or frame raised or sunk between 15 and 25mm.</p> <p>Rocking / Cracked Covers / Frames</p> <p>Any inspection covers /doors / cabinets broken or open / unlocked with no exposed equipment.</p>	

DESCRIPTION

All defective utility owned apparatus / plant' (eg. inspection / service covers, telecom cabinet doors etc) must be recorded under 'UTIL' They will be passed through Confirm to Streetworks, who in turn will notify the relevant utility.

Raise enquiry (NOT DEFECT) and send to appropriate team (e.g. Streetworks)

EXAMPLES



CATEGORY	CODE	DEFECT
E/O Non safety plus items requiring Enquires	N/A	Damaged safety barrier and pedestrian guard rail to be investigated for action by Asset Management Team. Vegetation obscuring front face of safety barrier work to be actioned by Cyclical Maintenance Team Leader

DESCRIPTION

Damaged safety barriers and pedestrian guard rails, but in a safe condition, should be programmed in for repair. Due to the complexity of requirements an enquiry is to be raised and passed to Asset Management Team.

If a safety barrier or rail is badly damaged and in an unsafe condition, use the defect code AIDI.

The annual vegetation clearance programme will deal with vegetation that obscures safety barriers however if unsure an enquiry to be raised and passed to Cyclical Maintenance Team Leader



CATEGORY	CODE	DEFECT
E/O Non safety plus items requiring Enquires	N/A	Non safety carriageway stud repairs to be investigated by Traffic Team

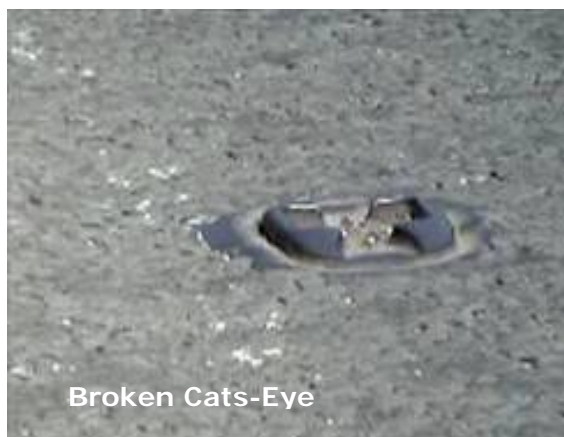
DESCRIPTION

Where missing cats-eyes or road studs have resulted in a pothole, an appropriate CPOT defect should be raised, as well as raising an enquiry to ESTT to inform the Traffic Team of the road stud defect (do not include missing insert as CPOT where road stud frame is intact).

Cats-eyes or road studs lying loose in the carriageway should always be treated as an emergency defect and removed immediately, if safe to do so.

On high-speed roads Police or Contractor assistance may be required.

EXAMPLES



CATEGORY	CODE	DEFECT
External safety plus defect requiring Enquires	N/A	Private Overgrown Vegetation

DESCRIPTION

Overgrown vegetation: blocking footway by 33% or more, and / or <1.2m footway available, overhanging the carriageway by 5m or less, footway by 2.1m or less and cycleways by 2.3m or less.

If the owner is known an 'overgrown vegetation card' should be dated and put through the appropriate letter box or arrange for an overgrown vegetation letter to be sent. If the owner is unknown all relevant information (including photograph if possible) should be included on the enquiry and passed to relevant team



CATEGORY	CODE	DEFECT
E/O Non safety plus items requiring Enquires	N/A	Trees requiring the attention of the County Arboriculturist

DESCRIPTION

Trees that require action or possible action by Arboriculturist

Fallen trees or trees that have Hazardous defects such as hanging branches or spilt trunks and are considered to be in an unsafe condition, the Safety Plus code HIGH should be used

Other tree defects should be reported directly to Arboriculturist and logged as an enquiry in Confirm.

Trees that have fallen into the carriageway are classified as obstructions.

Signs of fungal growth, disease, epicormic growth or if the tree appears to be in general poor condition should be logged as an enquiry and passed to the Arboricultural Team.

EXAMPLES



CATEGORY	CODE	DEFECT
External safety plus defect requiring Enquires	N/A	Illegal Activities on the Highway

DESCRIPTION

These enquires are forwarded to the appropriate team for their attention

Illegal Activities on the Highway:

Commercial or domestic waste bins permanently stored on the highway, Illegal skips, logs, other verge markers, building materials and fly tipping.

Consider highway users having to avoid an obstruction as they may come into conflict with each other.

Sight lines may be obscured at crossing points and junctions.

EXAMPLES



CATEGORY	CODE	DEFECT
E/O Non safety plus items requiring Enquires		Non safety repairs to be investigated by Routine Maintenance Team Leader

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
N/A	N/A	Carriageway / footway patching repairs carried out under the annual revenue budget

DESCRIPTION

The Highway Inspectors / Highway Officers will raise enquiries direct to the Asset Management Team (AMGT stack).

Planned activity of works are grouped together to enable better co-ordination and programming.

This work is controlled by the Routine Maintenance Team Leader dependent on budget.

Map / Photo / completion of detailed form is essential

CATEGORY	CODE	DEFECT
E/O Non safety plus items requiring Enquires		Drainage issues

HIGH IMPACT	MEDIUM IMPACT	LOW IMPACT
N/A	N/A	Drainage Problems

DESCRIPTION

Standing water causing immediate hazard must be dealt with under Defect code HIGH

Any drainage problem which is NOT a safety Plus defect / 3rd party problem or blocked gully – Submit a Planned Works Request form via an enquiry to 'AMGT'

Blocked Gullies or >50% Silt - Submit a Gully Defect Performa via an enquiry to Cyclical Maintenance Team Leader

Culverts and ditches are not routinely inspected as part of a Safety Plus inspection, however, if they are blocked flooding will occur. When inspecting culverts and ditches Officers must follow the guidelines in Safe Working on the Highway and safe Monitoring and Inspecting On-Site handbooks.

Minor areas of flooding or standing water when frozen may become a significant hazard

5. Observation Assessments

5.1 Objectives of Observation Assessments

The main purpose of the OA is to assist in the planning of future maintenance schemes: either preventive or structural. When a road reaches a threshold level, the OA assessment will identify those roads that require attention and allow detailed surveys (DVI's) to be carried out. THESE ARE NOT SAFETY PLUS DEFECTS

5.2 Scope of Observation Assessments

All Observation Assessments are undertaken as part of all routine Safety Plus inspections, except monthly driven inspections.

5.3 Frequencies of Observation Assessments

OAs should be undertaken with the same frequencies as Safety Plus.

5.4 Observation Assessments – Rating Values

An Observation Assessments (OA) is a subjective inspection, whereby an inspector allocates a Rating Value to a road or section, based on the percentage defective.

An OA rating for a carriageway is based on the worst 500m section of a particular road.

Where the footway runs along both sides of the carriageway the OA rating is determined from the footway that reflects the footway with the highest level of deterioration.

OAs are divided into 9 Observational types:

CWED	Carriageway edge deterioration
CWWD	Carriageway minor deterioration
CWSD	Carriageway major deterioration
FWTD	Footway black minor deterioration
FWMD	Footway black major deterioration
FWSM	Footway slab minor deterioration
FWSJ	Footway slab major deterioration
KRDT	Kerb deterioration
VROA	Verge overall score

The observation parameter option for each observational type are:

NA Not assessed due to obstructions etc.

0 – 10% defective

11 – 20% defective

21 – 30% defective Warning Level Group 1 footways

31 – 40% defective Warning Level Carriageways / other footways

41 – 50% defective

51 – 60% defective

61 – 70% defective

71 – 80% defective

81 – 90% defective

91 – 100% defective

An OA should not record defects that have already been recorded to be repaired as a matter of urgency in accordance with Safety Plus.

The OA are only recorded at the conclusion of a Safety Plus inspection for a road or section.

5.5 Examples of defective levels

Carriageway: Flexible

Wearing Course Deterioration	Identified by loss of aggregate from surface or potholes in wearing course only. Fine crazing, stripping.
Whole Surface Major Deterioration	Identified by cracking, crazing, unsatisfactory reinstatements, potholes deeper than wearing course, or standing water >600mm from edge.
Severe wheel track rutting	Use subjective judgement to decide if rutting is severe enough to be traffic hazard or likely to result in early surfacing failure.

Footways: Flexible

Minor Deterioration	Fine crazing, minor surface fretting, areas of general uneven surface not recorded as major deterioration.
Major Deterioration	Cracking or coarse crazing, surface fretting, depressions >25mm, ponding at least 6mm deep, trips >13mm.

Footways: Rigid

Slabbed Footway Minor Deterioration	Cracked paving elements and areas of general uneven surface not recorded as major deterioration.
Slabbed Footway Major Deterioration	Projections and sharp edges >13mm high, crack or gap >20mm wide and at least 6mm deep, rocking elements, depressions >25mm, ponding at least 6mm deep, slippery surface.

Kerbs

Precast or Stone Kerb Deterioration	Missing, cracked, broken, spalled, badly aligned or tilted, sunken, generally disintegrated, sunken channel block or sett
-------------------------------------	---------------------------------------------------------------------------------------------------------------------------

Edge erosion and verge condition

This is recorded as an overall % assessment of condition of verge

5.6 Recording Regime

All appropriate information from an OA inspection shall be recorded via the SBS Confirm system.

Appendix A – Acronyms

CHART	–	Computerised Highway Assessment Rating and Treatment for Highways.
CoP	–	Code of Practice.
CVI	–	Coarse Visual Inspections.
DVI	–	Detailed Visual Inspections.
HRM	–	High-speed Road Monitor.
LAA	–	Local Authorities Association.
MARCH	–	Maintenance Assessment Rating Costing for Highways.
NRMCS	–	National Road Maintenance Condition Survey.
NRSWA	–	New Roads & Street Works Act 1991.
SCANNER	–	Surface Condition Assessment for the National Network of Roads.
SCRIM	–	Sideways-force Coefficient Routine Investigation Machine.

Appendix B – Generic Risk Assessment for Inspections

Appendix B1 – Site Inspection and Surveys



**west
sussex
county
council**

APPENDIX D1

ENVIRONMENT AND DEVELOPMENT

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 HAZARD AT WORK - RISK ASSESSMENT PRO FORMA

ACTIVITY/ PROJECT	Site Inspection and Survey	PERSON(S) AFFECTED (STAFF-PUBLIC- EMPLOYEES-CONTRACTORS – STATE WHO IS AT RISK)	WSCC Employees Travelling public
----------------------	----------------------------	---------------------------------------------------------------------------------------	-------------------------------------

HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) a) Minor injury b) Serious injury c) Fatality d) Multiple death e) (Refer to WSCC CCOP on RA)	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)	ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSHH, MANUAL HANDLING, PPE etc) - state which
				LOW	MED	HIGH		LOW	MED	HIGH	
Live Traffic	Driving to and from meetings and sites	a) Minor injury. However, could also be serious or fatal. NB: one third of fatalities involve persons at work. b) Injury involving other persons could lead to liability claims.	Driving skill of staff. Maintained, serviced and suitable private / pool vehicles e.g. no old cars or similar.		X		Driver Awareness Training. Still may not significantly reduce risk levels but will be of benefit, especially (legally) in the event of subsequent accidents. Line manager to check and be satisfied with condition and MOT/insurance/tax of private vehicles used on County business.		X		Monitor accident rates. Near misses to be reported also.

CONTINUATION SHEET

HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) f) Minor injury g) Serious injury h) Fatality i) Multiple death j) (Refer to WSCC CCOP on RA)	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)	ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSHH, MANUAL HANDLING, PPE etc) - state which
				LOW	MED	HIGH		LOW	MED	HIGH	
Live traffic – especially on high- speed roads, blind bends and areas of poor visibility.	Having to stop vehicle to inspect site or warn other Highway users of a Hazard. ie Large pothole/ Oil spillage/ RTA	As visibility reduces risk of accident increases. Speed of traffic increases risks. Not properly advising road users of hazards ahead does not prepare them for site vehicles/ workers on highway. Could lead to fatality or multiple injury/death.	Correct use of safety procedures including warning signs / Cones.	X			Staff to perform Dynamic Risk Assessment before putting themselves or others in a position of risk – determine what might happen and consider ways of reducing chances of an accident and effects if one takes place. If possible drive vehicle to safe parking area. Should remedial action be required by a contractor ensure you have the emergency contact number for them.	X			Monitor and report all incidents requiring staff to warn highway users of a hazard.
Live traffic – especially on high- speed roads, blind bends and areas of poor visibility.	Surveying work on or near highway. Also, leaving a site to rejoin live highway.	As visibility reduces risk of accident increases. Speed of traffic increases risks. Not properly advising road users of hazards ahead does not prepare them for site vehicles/ workers on highway. Could lead to fatality or multiple injury/death.	Driver experience. Proper use of PPE and safety procedures, including warning signs and use of roof mounted beacons as applicable.		X		Understanding of the risks and problems that may occur through reading of procedures, toolbox discussions and courses. Staff to perform Dynamic Risk Assessment before putting themselves or others in a position of risk – determine what might happen and consider ways of reducing chances of an accident and effects if one takes place. Employ additional lookout if surveying in the carriageway on high speed roads.	X, but risks will always exist.			Monitoring by Group Management and Health and Safety department of staff on site to ensure compliance with procedures and assessments. Report near misses. Discuss the area of safety in team meetings and raise points to increase knowledge.

CONTINUATION SHEET



HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) k) Trivial injury l) Minor injury m) Serious injury n) Fatality	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)	ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSHH, MANUAL HANDLING, PPE etc) – state which
				LOW	MED	HIGH		LOW	MED	HIGH	
Potential for violence at work in meetings, while driving, while lone working etc.	Meetings with members of the public, or due to 'road rage'.	Most likely outcome would be trivial or minor. Usually verbal abuse as a maximum, but could lead to physical harm, Females are more at risk from actual assault – this would be classified as serious.	Reporting of all incidents of abuse on Health and Safety form HSW3. An understanding of what it might be that frustrates members of the public. Basic understanding of control measures through reading available material.	X			Consider attendance of Lone Working / Violence at Work course for all Officers. Set up procedures for checking out / checking in when working out of office. If not returning to the office, procedure for contacting work mates needs to be considered so that Officers can be 'checked in' even if not in office. Ensure all members of the team know what to do and who to call if someone does not check in. Set up a register of home, mobile and emergency telephone numbers for all members of the group.	X			Monitor any incidents. Review procedures once set up for effectiveness.
Working on site in off- road areas.	Lone working and working in isolated areas, both of which increase personal risk. Working around bridges and water, in possibly quiet locations along footpaths and bridleways.	Risks low but consequences if something goes wrong likely to be serious due to lack of support and distance from vehicle / services. Serious injury or drowning. Possible hypothermia if rendered unconscious/injured due to distance from	Procedures in safety manual, PPE, communicatio ns etc	X, but if anything does happen it is likely to be serious. If it feels unsafe, it			Dynamic Risk Assessment required when lone working or working in isolated areas by all members of the group. Always carry a mobile telephone to have a means of contacting someone. Full use of Group Calendar system, to ensure team members know plans for whole day. Wear appropriate clothing and footwear; use	X			Monitor any incidents. Review procedures once set up for effectiveness.

		support.		probably will be!			appropriate PPE. <u>NO</u> lone working in areas of high risk – near to deep, fast flowing water, on steep banks etc.				
--	--	----------	--	----------------------	--	--	--------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

CONTINUATION SHEET

HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) o) Trivial injury p) Minor injury q) Serious injury r) Fatality	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)	ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSHH, MANUAL HANDLING, PPE etc) – state which
				LOW	MED	HIGH		LOW	MED	HIGH	
Visits to sites in the process of construction.	Harm from work activities: Noise Dust Debris Deep excavations etc Reversing or rotating plant and lorries Excavators Objects falling from height Slips / trips and falls (refer to Lavender Book for detail)	Serious injury – risks are low in terms of potential but high in terms of outcome	Follow guidance in Yellow book for safe use of vehicles while visiting sites / inspection. Refer to Blue Book and NRSWA ACOP (Maroon Book) as necessary for more details.	X			Full use of all statements in Yellow book. Use of Blue book. Undertake specific risk assessments as necessary. Consult new Lavender book on on-site monitoring and Contractor's Handbook in E&D manual. Perform dynamic risk assessments while on site to ensure all hazards are appreciated. Book in to active sites, follow site rules – and be accompanied/escorted by foreman/designated person around site. Full use of PPE and safety footwear. NB All information in E&D Information system is easily transportable in car or person. Staff to have copies when required.	X			Monitor any incidents. Review procedures once set up for effectiveness. Report near misses. Monitoring by Group Management and Health and Safety department of staff on site to ensure compliance with procedures and assessments.

Flora and Fauna hazards: animal, reptile and plant.	Working in lanes, bridleways, footpaths, banks, near water etc	Trivial or minor – but could be serious (snakebite, Weil's Disease, sheep tick, deep lacerations from thorns, or potentially rusty metal etc (risk of tetanus) wasp and bee stings)	Awareness by reading and understanding nature of hazards (in Yellow book and Blue book, plus contractor handbook (Orange book), and CDM procedures).	X			Carry Weil's Disease card for GP production. Increased risk in areas of significant risk (herds of cattle, dogs nearby, near water (rats). No lone working where significant risk is foreseeable. Be familiar with guidance in manual on dealing with aggressive dogs. Consider using 'dog dazer'.	X			Report all incidents. Monitor near misses.
-----------------------------------------------------	----------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------	---	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	--	--	--------------------------------------------

<p>Signed by: J Ullmer (WSCC)</p> <p>Position: </p>	<p>Signed by: B Lambarth</p> <p></p> <p>Position: Inspection Team Leader</p>	<p>Med - Act promptly to reduce level High - Act now. Prohibit activity if necessary until level reduced</p>
--------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------

Appendix B2 – Driven Inspections



**west
sussex
county
council**

APPENDIX D

COMMUNITIES & INFRASTRUCTURE

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 HAZARD AT WORK - RISK ASSESSMENT PRO FORMA

ACTIVITY/ PROJECT	Driven Inspections			PERSON(S) AFFECTED (STAFF-PUBLIC- EMPLOYEES-CONTRACTORS – STATE WHO IS AT RISK)			WSCC Employees Travelling public						
HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) s) Minor injury t) Serious injury u) Fatality v) Multiple death w) (Refer to WSCC CCOP on RA)	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)			ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSHH, MANUAL HANDLING, PPE etc) - state which
				LOW	MED	HIGH				LOW	MED	HIGH	

Live Traffic	Driving .	c) Minor injury. However, could also be serious or fatal. NB: one third of fatalities involve persons at work. d) Injury involving other persons could lead to liability claims.	Driving skill of staff. Maintained, serviced and suitable private / pool vehicles e.g. no old cars or similar. Follow guidance in E&D H&S Information System.		X		Driver Awareness Training. Still may not significantly reduce risk levels but will be of benefit, especially (legally) in the event of subsequent accidents. Line manager to check and be satisfied with condition and MOT/insurance/tax of private vehicles used on County business.		X		Monitor accident rates. Near misses to be reported also.
--------------	-----------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	---	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	---	--	----------------------------------------------------------

CONTINUATION SHEET

HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) x) Trivial injury y) Minor injury z) Serious injury aa) Fatality	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)	ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSHH, MANUAL HANDLING, PPE etc) – state which
				LOW	MED	HIGH		LOW	MED	HIGH	
Live traffic – especially on high-speed roads, blind bends and areas of poor visibility.	Surveying work on or near highway. Also, leaving a site to rejoin live highway.	As visibility reduces risk of accident increases. Speed of traffic increases risks. Not properly advising road users of hazards ahead does not prepare them for site vehicles/ workers on highway. Could lead to fatality or multiple injury/death.	Driver experience. Proper use of PPE and safety procedures, including warning signs and use of roof mounted beacons as applicable.		X		Understanding of the risks and problems that may occur through reading of procedures, toolbox discussions and courses. Staff to perform Dynamic Risk Assessment before putting themselves or others in a position of risk – determine what might happen and consider ways of reducing chances of an accident and effects if one takes place.	X, but risks will always exist.			Monitoring by Group Management and Health and Safety department of staff on site to ensure compliance with procedures and assessments. Report near misses. Discuss the area of safety in team meetings and raise points to increase knowledge.

Potential for violence at work in meetings, while driving,	Meetings with members of the public, or due to 'road rage'.	Most likely outcome would be trivial or minor. Usually verbal abuse as a maximum, but could lead to physical harm, Females are more at risk from actual assault – this would be classified as serious.	Reporting of all incidents of abuse on Health and Safety form HSW3. An understanding of what it might be that frustrates members of the public. Basic understanding of control measures through reading available material.	X			Consider attendance of Lone Working / Violence at Work course for all Officers. Set up procedures for checking out / checking in when working out of office. If not returning to the office, procedure for contacting work mates needs to be considered so that Officers can be 'checked in' even if not in office. Ensure all members of the team know what to do and who to call if someone does not check in. Set up a register of home, mobile and emergency telephone numbers for all members of the group.	X			Monitor any incidents. Review procedures once set up for effectiveness.
------------------------------------------------------------	-------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	--	--	-------------------------------------------------------------------------

CONTINUATION SHEET

HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) bb) Trivial injury cc) Minor injury dd) Serious injury ee) Fatality	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)	ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSH, MANUAL HANDLING, PPE etc) – state which
				LOW	MED	HIGH		LOW	MED	HIGH	
Working on site in off-road areas.	Lone working and working in isolated areas, both of which increase personal risk. Working around bridges and water, in possibly quiet locations along footpaths and	Risks low but consequences if something goes wrong likely to be serious due to lack of support and distance from vehicle / services. Serious injury or drowning. Possible hypothermia if rendered	Procedures in safety manual, PPE, communicatns etc	X, but if anything does happen it is likely to be serious. If it feels			Dynamic Risk Assessment required when lone working or working in isolated areas by all members of the group. Always carry a mobile telephone to have a means of contacting someone. Full use of Group Calendar system, to ensure team members know plans for	X			Monitor any incidents. Review procedures once set up for effectiveness.

	bridleways.	unconscious/injured due to distance from support.		unsafe, it probably will be !			whole day. Wear appropriate clothing and footwear; use appropriate PPE. <u>NO</u> lone working in areas of high risk – near to deep, fast flowing water, on steep banks etc.				
Visits to sites in the process of construction.	Harm from work activities: Noise Dust Debris Deep excavations etc Reversing or rotating plant and lorries Excavators Objects falling from height Slips / trips and falls (refer to Lavender Book for detail)	Serious injury – risks are low in terms of potential but high in terms of outcome	Follow guidance in Yellow book for safe use of vehicles while visiting sites / inspection. Refer to Blue Book and NRSWA ACOP (Maroon Book) as necessary for more details.	X			Full use of all statements in Yellow book. Use of Blue book. Undertake specific risk assessments as necessary. Consult new Lavender book on on-site monitoring and Contractor's Handbook in E&D manual. Perform dynamic risk assessments while on site to ensure all hazards are appreciated. Book in to active sites, follow site rules – and be accompanied/escorted by foreman/designated person around site. Full use of PPE and safety footwear. NB All information in E&D Information system is easily transportable in car or person. Staff to have copies when required.	X			Monitor any incidents. Review procedures once set up for effectiveness. Report near misses. Monitoring by Group Management and Health and Safety department of staff on site to ensure compliance with procedures and assessments.

Appendix B3 – Walked Inspections



**west
sussex
county
council**

APPENDIX D

COMMUNITIES & INFRASTRUCTURE

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 HAZARD AT WORK - RISK ASSESSMENT PRO FORMA

ACTIVITY/ PROJECT	Walked Inspections	PERSON(S) AFFECTED (STAFF-PUBLIC- EMPLOYEES-CONTRACTORS – STATE WHO IS AT RISK)						WSCC Employees Travelling public			
HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) ff) Minor injury gg) Serious injury hh) Fatality ii) Multiple death jj) (Refer to WSCC CCOP on RA)	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)	ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSHH, MANUAL HANDLING, PPE etc) - state which
				LOW	MED	HIGH		LOW	MED	HIGH	
Live Traffic	Driving to and from meetings and sites	e) Minor injury. However, could also be serious or fatal. NB: one third of fatalities involve persons at work. f) Injury involving other persons could lead to liability claims.	Driving skill of staff. Maintained, serviced and suitable private / pool vehicles e.g. no old cars or similar.		X		Driver Awareness Training. Still may not significantly reduce risk levels but will be of benefit, especially (legally) in the event of subsequent accidents. Line manager to check and be satisfied with condition and MOT/insurance/tax of private vehicles used on County business.		X		Monitor accident rates. Near misses to be reported also.
Live traffic – especially on high- speed roads, blind bends and areas of poor visibility.	Surveying work on or near highway. Also, leaving a site to rejoin live highway.	As visibility reduces risk of accident increases. Speed of traffic increases risks. Not properly advising road users of hazards ahead does not prepare them	Driver experience. Proper use of PPE and safety procedures, including		X		Understanding of the risks and problems that may occur through reading of procedures, toolbox discussions and courses. Staff to perform Dynamic Risk Assessment before putting themselves or	X, but risks will always exist.			Monitoring by Group Management and Health and Safety department of staff on site to ensure compliance with procedures and assessments. Report

		for site vehicles/ workers on highway. Could lead to fatality or multiple injury/death. Inspect during daylight hours.	warning signs and use of roof mounted beacons as applicable.				others in a position of risk – determine what might happen and consider ways of reducing chances of an accident and effects if one takes place.				near misses. Discuss the area of safety in team meetings and raise points to increase knowledge.
--	--	---------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------	--	--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--------------------------------------------------------------------------------------------------------------

CONTINUATION SHEET

HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) kk) Trivial injury ll) Minor injury mm) Serious injury nn) Fatality	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)	ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSH, MANUAL HANDLING, PPE etc) – state which
				LOW	MED	HIGH		LOW	MED	HIGH	
Potential for violence at work in meetings, while driving, while lone working etc.	Meetings with members of the public, or due to 'road rage'.	Most likely outcome would be trivial or minor. Usually verbal abuse as a maximum, but could lead to physical harm, Females are more at risk from actual assault – this would be classified as serious.	Reporting of all incidents of abuse on Health and Safety form HSW3. An understanding of what it might be that frustrates members of the public. Basic understanding of control measures through reading available material.	X			Consider attendance of Lone Working / Violence at Work course for all Officers. Set up procedures for checking out / checking in when working out of office. If not returning to the office, procedure for contacting work mates needs to be considered so that Officers can be 'checked in' even if not in office. Ensure all members of the team know what to do and who to call if someone does not check in. Set up a register of home, mobile and emergency telephone numbers for all members of the group.	X			Monitor any incidents. Review procedures once set up for effectiveness.
Working on site in off- road areas.	Lone working and working in isolated areas, both of which increase personal	Risks low but consequences if something goes wrong likely to be serious due	Procedures in safety manual, PPE, communicatns	X, but if anything does happen			Dynamic Risk Assessment required when lone working or working in isolated areas by all members of the group. Always	X			Monitor any incidents. Review procedures once set up for effectiveness.

	risk. Working around bridges and water, in possibly quiet locations along footpaths and bridleways.	to lack of support and distance from vehicle / services. Serious injury or drowning. Possible hypothermia if rendered unconscious/injured due to distance from support.	etc	it is likely to be serious. If it feels unsafe, it probably will be !		carry a mobile telephone to have a means of contacting someone. Full use of Group Calendar system, to ensure team members know plans for whole day. Wear appropriate clothing and footwear; use appropriate PPE. <u>NO</u> lone working in areas of high risk – near to deep, fast flowing water, on steep banks etc.				
--	-----------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	-----------------------------------------------------------------------	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--



CONTINUATION SHEET

HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) oo) Trivial injury pp) Minor injury qq) Serious injury rr) Fatality	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)	ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSH, MANUAL HANDLING, PPE etc) – state which
				LOW	MED	HIGH		LOW	MED	HIGH	

Visits to sites in the process of construction.	Harm from work activities: Noise Dust Debris Deep excavations etc Reversing or rotating plant and lorries Excavators Objects falling from height Slips / trips and falls (refer to Lavender Book for detail)	Serious injury – risks are low in terms of potential but high in terms of outcome	Follow guidance in Yellow book for safe use of vehicles while visiting sites / inspection. Refer to Blue Book and NRSWA ACOP (Maroon Book) as necessary for more details.	X			Full use of all statements in Yellow book. Use of Blue book. Undertake specific risk assessments as necessary. Consult new Lavender book on on-site monitoring and Contractor's Handbook in E&D manual. Perform dynamic risk assessments while on site to ensure all hazards are appreciated. Book in to active sites, follow site rules – and be accompanied/escorted by foreman/designated person around site. Full use of PPE and safety footwear. NB All information in E&D Information system is easily transportable in car or person. Staff to have copies when required.	X			Monitor any incidents. Review procedures once set up for effectiveness. Report near misses. Monitoring by Group Management and Health and Safety department of staff on site to ensure compliance with procedures and assessments.
Trips and falls		Slight	Care should be taken when using IPAQ and inputting information. Stand still in a safe location when doing this	X				X			Report all incidents. Monitor near misses.

CONTINUATION SHEET

HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) ss) Trivial injury tt) Minor injury uu) Serious injury vv) Fatality	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)	ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSHH, MANUAL HANDLING, PPE etc) – state which
				LOW	MED	HIGH		LOW	MED	HIGH	
Flora and Fauna hazards: animal, reptile and plant.	Working in lanes, bridleways, footpaths, banks, near water etc	Trivial or minor – but could be serious (snakebite, Weil's Disease, sheep tick, deep lacerations from thorns, or potentially rusty metal etc (risk of tetanus) wasp and bee stings)	Awareness by reading and understanding nature of hazards (in Yellow book and Blue book, plus contractor handbook (Orange book), and CDM procedures).	X			Carry Weil's Disease card for GP production. Increased risk in areas of significant risk (herds of cattle, dogs nearby, near water (rats). No lone working where significant risk is foreseeable. Be familiar with guidance in manual on dealing with aggressive dogs. Consider using 'dog dazer' .	X			Report all incidents. Monitor near misses.
Repetitive strain or illness related to weather	Walking for long periods of time possible risk in terms of damage to limbs, back, feet, ankles Working in all weathers - Sun stroke, Hypothermia	Risks low provided person fit.	Correct PPE identified and used – thermal goretex jackets for winter use, good fitting walking boots / sun hats provided	X			Sun cream to be made available to all staff	X			Report all incidents. Monitor health issues.

Signed by: J Ullmer Position: 	Signed by: B Lambarth  Position: Inspection Team Leader	Med - Act promptly to reduce level High - Act now. Prohibit activity if necessary until level reduced
----------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------

Appendix B4 – Inspection carried out on a bicycle



**west
sussex
county
council**

APPENDIX D

COMMUNITIES & INFRASTRUCTURE

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 HAZARD AT WORK - RISK ASSESSMENT PRO FORMA

ACTIVITY/ PROJECT	Inspection carried out on a bicycle			PERSON(S) AFFECTED (STAFF-PUBLIC- EMPLOYEES-CONTRACTORS – STATE WHO IS AT RISK)			WSCC Employees Travelling public				
HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) ww) Minor injury xx) Serious injury yy) Fatality zz) Multiple death aaa) (Refer to WSCC CCOP on RA)	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)	ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSHH, MANUAL HANDLING, PPE etc) - state which
				LOW	MED	HIGH		LOW	MED	HIGH	
Live Traffic	Cycling	g) Minor injury. However, could also be serious or fatal. NB: one third of fatalities involve persons at work. h) Injury involving other persons could lead to liability claims.	Cycling skill of staff. Maintained, serviced and suitable bicycles appropriate safety helmets and PPE Follow guidance in E&D H&S Information System.		X		Cycling Awareness Training. Still may not significantly reduce risk levels but will be of benefit, especially (legally) in the event of subsequent accidents.		X		Monitor accident rates. Near misses to be reported also.

CONTINUATION SHEET

HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) bbb) Trivial injury ccc) Minor injury ddd) Serious injury eee) Fatality	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)	ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSH, H, MANUAL HANDLING, PPE etc) – state which
				LOW	MED	HIGH		LOW	MED	HIGH	
Potential for violence at work in meetings, while cycling,	Meetings with members of the public, or due to 'road rage'.	Most likely outcome would be trivial or minor. Usually verbal abuse as a maximum, but could lead to physical harm, Females are more at risk from actual assault – this would be classified as serious.	Reporting of all incidents of abuse on Health and Safety form HSW3. An understanding of what it might be that frustrates members of the public. Basic understanding of control measures through reading available material.	X			Consider attendance of Lone Working / Violence at Work course for all Officers. Set up procedures for checking out / checking in when working out of office. If not returning to the office, procedure for contacting work mates needs to be considered so that Officers can be 'checked in' even if not in office. Ensure all members of the team know what to do and who to call if someone does not check in. Set up a register of home, mobile and emergency telephone numbers for all members of the group.	X			Monitor any incidents. Review procedures once set up for effectiveness.

Working on site in off-road areas.	Lone working and working in isolated areas, both of which increase personal risk. Working around bridges and water, in possibly quiet locations along footpaths and bridleways.	Risks low but consequences if something goes wrong likely to be serious due to lack of support and distance from vehicle / services. Serious injury or drowning. Possible hypothermia if rendered unconscious/injured due to distance from support.	Procedures in safety manual, PPE, communicatns etc	X, but if anything does happen it is likely to be serious. If it feels unsafe, it probably will be !			Dynamic Risk Assessment required when lone working or working in isolated areas by all members of the group. Always carry a mobile telephone to have a means of contacting someone. Full use of Group Calendar system, to ensure team members know plans for whole day. Wear appropriate clothing and footwear; use appropriate PPE. <u>NO</u> lone working in areas of high risk – near to deep, fast flowing water, on steep banks etc.	X			Monitor any incidents. Review procedures once set up for effectiveness.
------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------	------------------------------------------------------------------------------------------------------	--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	--	--	-------------------------------------------------------------------------

HAZARD(S) (List)	HAZARDOUS EVENT (which activity may lead persons to harm)	ESTIMATED EXTENT OF HARM (most likely outcome) fff) Trivial injury ggg) Minor injury hhh) Serious injury iii) Fatality	EXISTING PROTECTIVE (CONTROL) MEASURES (List actual measures in place)	ESTIMATE OF EXISTING RISK LEVEL LOW - Periodic Review (possible action) MED - Act Promptly HIGH - Requires urgent attention – act now			ARE ADDITIONAL CONTROLS REQUIRED? – (DESCRIBE BELOW) (To be implemented when? – state below)	ESTIMATED RESIDUAL RISK LEVEL WITH ADDED CONTROLS IN PLACE (state below)			FURTHER ASSESSMENT REQUIRED/OTHER REQUIRED? (COSHH, MANUAL HANDLING, PPE etc) – state which
Visits to sites in the process of construction.			Follow guidance in Yellow book for safe use of vehicles while visiting sites / inspection. Refer to Blue Book and NRSWA ACOP (Maroon Book) as necessary for more details.	LOW X	MED	HIGH	Full use of all statements in Yellow book. Use of Blue book. Undertake specific risk assessments as necessary. Consult new Lavender book on on-site monitoring and Contractor's Handbook in E&D manual. Perform dynamic risk assessments while on site to ensure all hazards are appreciated. Book in to active sites, follow site rules – and be accompanied/escorted by foreman/designated person around site. Full use of PPE and safety footwear. NB All information in E&D Information system is easily transportable in car or person. Staff to have copies when required.	LOW X	MED	HIGH	Monitor any incidents. Review procedures once set up for effectiveness. Report near misses. Monitoring by Group Management and Health and Safety department of staff on site to ensure compliance with procedures and assessments.

Appendix C –Safety Plus Audits

Every Officer who inspects using the Safety Plus policy will be subject to regular audits. Each Officer will receive a minimum of two audits a year, provided they have been actively inspecting in that post for a whole year.

Any Highway Officer, who is new to a post, will be audited up to four times during their first year in post. During subsequent years the audit frequency will be as above.

For Highway Inspectors, a route is identified containing at least 8 defects or jobs that have been inspected within last 3 working days.

For other Officers, ideally 8 defects or jobs recorded within last 3 working days are identified. However due to the nature of the work it is possible the process has to be repeated over several days or weeks to ensure the 8 defects are identified.

The result will be either:

RED	=	Standard has not been met
AMBER	=	Standard met
GREEN	=	Exceeded required standard

Any Officer getting a RED will be subject to a re-audit after three months.

The above standard is calculated using:

- A. The total number of defects forming the basis of this audit. i.e. every defect that the audited Officer is being audited on.
- B. Safety Plus defects that have been missed.
- C. Defects recorded that are not at Safety Plus intervention level.
- D. Within the recorded Safety Plus defect there is the potential to make 6 individual errors on each defect recorded, one per item below:

Insufficient details recorded.

Incorrect measurements, where required.

Incorrect defect code.

Incorrect SOR code used.

Priority under-called or over-called.

Wrong cost code used.

The above are then processed as follows:

$$\text{Error} = \frac{D + (C * 6)}{A * 6} * 100$$

$$\text{Missed} = \frac{B}{B + A} * 100$$

$$\text{Result} = 100 - \frac{\text{Error} + \text{Missed}}{2}$$

A Result score of less than 85 will result in a RED 85 to 90 will equal an Amber above 90 is a GREEN