

Ref. No.	PL/NO/3
Category	
People	
Place	Yes
Corporate	
In Constitution	

Code of Practice for the Classification of Highway Safety Hazards & Defects

Policy Details

What is this policy for?	The policy sets out the investigation levels for highway assets and demonstrates what is regarded as a safety defect. It also sets out the frequency and method of inspection for the network.
Who does this policy affect?	The policy affects all highway users and anyone reliant on the highway for their activities.
Keywords	Code of practice, highways, inspection, safety defect
Author	Michael Westwood, community highway manager
Dorset Council policy adopted from	Dorset County Council. This policy applies across the Dorset Council area
Does this policy relate to any laws?	Highways act 1980
Is this policy linked to any other Dorset Council policies?	No
Equality Impact Assessment (EqIA)	An EQIA will be completed when the policy is reviewed/harmonised for Dorset Council.
Other Impact Assessments	None

Status and Approvals

Status	Live	Version	2 rev1
Last review date	Oct 2018	Next review date	Oct 2019
Approved by (Director)	Dorset County Council Service Director Environment, Infrastructure, Economy and Chief Executive	Date approved	Nov 2018
Member/ Partnership Board Approval	Dorset County Council Cabinet and Shadow Exec	Date approved	Dec 2018



Dorset Highways: Code of Practice for the Classification of Highway Safety Hazards & Defects

Version 2.0, Revision 1
October 2018



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Contents	Page
1. Introduction	4
Background	4
Document Structure	4
Implementation & Review	4
2. Risk Assessment Process	5
National Best Practice	5
Risk Evaluation	5
Identification of Hazards & Defects	5
Assessment of Risk Impact Rating	5
Assessment of Risk Probability	6
Determination of Response Category	8
3. Worked Examples	10
Worked Example 1	10
Worked Example 2	10
Worked Example 3	11
Worked Example 4	12
4. Specific Requirements for Assessing Defects	14
Pedestrian Crossing Points	14
Cycleways	14
Notification of Defects / Hazards with Category 1 & 1E Response Times	14
Pothole type defects raised from Public enquires	14
Third party damage and enforcement issues	14
Signs	14
5. Detailed Definitions	16
Carriageways	18
Footways	55
Verges & Landscaped Areas	84
Structures	87
Kerbs & Channels	89
Street Furniture	99
Street Lighting & Illuminated Traffic Signs	105
Hedges & Trees	108
Traffic Control & Signal Installations	109
Road Signs	112



Introduction

1.1 Background

Section 41 of the Highways Act places a statutory duty upon Dorset County Council, as the local highway authority, to maintain the highway network to safe and serviceable standards.

Hazards & defects affecting the safety and/or the serviceability of the highway network can be identified through various routine highway maintenance operations such as scheduled safety inspections, ad-hoc inspections carried out in response to public enquiries and during cyclical maintenance activities e.g. gully emptying. In addition, emergency events such as road traffic collisions or fallen trees can also compromise the safety of the highway user.

To assist those undertaking routine highway maintenance operations this Code of Practice provides detailed information for all hazards & defects- from definitions & investigatory levels to sample photographs and recommended treatments.

This version of the CoP also continues to develop our risk assessment process for determining an appropriate response to each hazard or defect consistent with the recommendations set out in the Road Liaison Groups new highway code of practice, Well-Managed Highway Infrastructure [WMHI], and was published on 28th October 2016. It replaces Well-Maintained Highways and Well-Lit Highways, with a single code focussing on the need to promote an integrated approach to asset management that is based on local needs, priorities and with the key factor of affordability. The underlying principle of the new code is that authorities should adopt a risk-based approach and a risk management regime, such as that set out within ISO31000, for all aspects of highway maintenance policy.

1.2 Document Structure

Part 2 of this document provides an explanation of the risk assessment process and its application to defect / hazard categorisation.

Part 3 contains worked examples of this risk assessment process.

Part 4 details important additional operational information relating to the identification, recording and notification of hazards and defects.

Part 5 contains detailed information for each specific hazard or defect.

1.3 Implementation & Review

This version of the Code of Practice for the Classification of Highway Safety Defects & Hazards is an operational document from 04/12/18. This CoP will be reviewed on an annual basis and in addition, as it is acknowledged that as this is a working document, any significant changes will be approved by cabinet. Any minor changes will be ratified by senior management and in consultation with the Portfolio Holder and issued on an ad-hoc basis. The distribution and subsequent revisions of this document are controlled under Dorset Highways Quality Management System.



2. Risk Assessment Process

2.1 National Best Practice: WMHI

The new Code is not a statutory document but its potential significance to the outcome of highway liability claims cannot be denied, this document will be referenced as the accepted and expected approach to highway asset management.

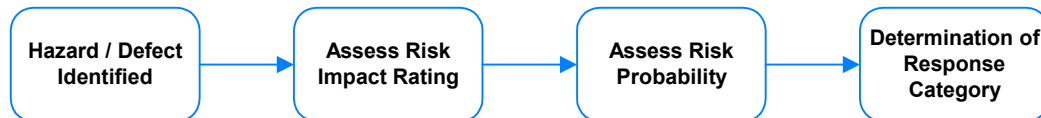
“The authority adopts a robust risk-based approach to asset management, highway inspection and defect repair, which comply with the requirements of the new code.”

To underline this approach the new code does not provide any prescriptive or minimum standards, as was the case with Well Maintained Highways but instead expects each authority to establish and implement realistic levels of service which are appropriate to their own circumstances and prioritised in accordance with their own assessment of the risks.

This CoP embodies DCC’s interpretation of a system for assessing the risk posed by defects & hazards and establishes a practical process to facilitate its implementation in line with the recommendations set out in WMHI.

2.2 Risk Evaluation:

The risk associated with all defects and hazards needs to be evaluated in terms of its overall significance. This means assessing the likely **impact** should the risk occur and the **probability** of it actually happening. There are four basic steps to this process:



2.3 Identification of Hazards & Defects:

Part 3 of this document provides additional guidance on the identification, recording and notification of hazards, defects.

Part 5 of this document provides detailed guidance for all hazards, defects which should be assessed using this process - including detailed definitions & investigatory levels, associated risk impact ratings, sample photographs and recommended treatments.



2.4 Assessment of Risk Impact Rating:

The impact should a risk occur shall be assessed as follows:

- High - Major / Serious impact;
- Medium - Noticeable impact; or
- Low - Minor impact.

The impact rating is quantified by assessing the extent of damage likely to be caused should the risk become an incident, and as such there is a clear link to the physical characteristics of the defect / hazard. Part 5 of this CoP provides investigatory levels for each hazard / defect along with an appropriate risk impact rating. For example, the investigatory levels and associated impact ratings for a carriageway pothole are as follows:

Intervention Level	Impact Rating
Greater than 300mm Wide AND Greater than 40mm Deep	High
Less than 300mm Wide AND Greater than 40mm Deep	Medium
Greater than 300mm Wide AND Greater than 20mm Deep	Low



2.5 Assessment of Risk Probability:

The probability of a risk occurring is quantified by assessing the likelihood of highway users encountering the defect or hazard. As this probability is likely to rise with an increase in either the usage or the strategic importance of a particular road section, risk probability can be directly linked to Dorset County Council’s Network Hierarchy. The table below illustrates the criterion applied within DCC’s network hierarchy:

DCC Network Hierarchy	Inspection Frequency	Hierarchy Description	Road Type	Detailed Description
Carriageway	2	Strategic Route	National Primary, County Regional and freight routes	Roads forming the strategic backbone of the County's network, catering for Heavy Goods Vehicles and longer distance traffic, connecting the County to adjoining counties and the national road network.
	3	Main Distributor	Heavily trafficked routes, freight and major bus routes.	Roads connecting the larger towns and industrial estates to each other and to the strategic routes
	4	Secondary Distributor	Other heavily trafficked routes	Important links in the network connecting towns and the larger villages
	5	Local Distributor	Roads connecting villages to the distributor road network	Roads within towns and urban areas, and rural roads that connect the larger villages and industrial estates to the distributor road network.
	6	Collector Road	Roads connecting villages to the distributor road network	Roads serving villages and connecting communities and smaller industrial estates to the distributor road network
	7	Minor Collector Road	Minor roads serving hamlets with more than 6 properties	Roads providing access to 6 or more properties in both urban and rural areas
	8	Minor Access Road	Minor roads serving 5 or fewer properties	Roads providing access to 5 or fewer properties and farms 0 some of these may not be surfaced
	9	Unpaved	Highway adopted unpaved/non-metalled surface	
Footway	1	Strategic Footways	Footways within urban areas that contain 10 or more shops or businesses in close proximity and footways that are contiguous with significant supportive community infrastructure, i.e hospitals, schools and major public transport terminals	
	2	Distriubtion Footways	Footways linked to network sections which contain additional contiguous category 1 footways, or footways that are contiguous to areas of 5	
	3	Secondary Distribution / Busy Local Access Footways	Local pedestrian routes within urban areas; and main pedestrian routes in rural and sub-urban areas with adjoining public amenity infrastructure e.g post office, village shop etc...	
	4	Local Access Footways	Footways providing primary access to groups of 10 or more properties	



2.6 Determination of Response Category:

Having identified a defect or hazard, assessed its likely impact and quantified the risk probability (by determining the location of the defect / hazard within DCC’s network hierarchy), a specific risk matrix can then be used to provide a response category which prescribes the timescale within which the defect / hazard should be made safe or repaired.

The table below provides an example of how the risk matrix for a carriageway pothole will recommend a treatment based on risk.

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Part 5 of this CoP provides individual risk matrices for each hazard and defect.

There are five response categories for defects & hazards, with associated response times as follows:

CATEGORY	DESCRIPTION	RESPONSE TIME
1E	Emergency	2 Hours
1	Imminent	32 Hours
2a	Scheduled – short term	7 Days
2b	Scheduled- medium term	28 Days
2c	Planned	Not Defined

Category 1E: Those Category 1 defects or hazards which are considered to pose a particularly high risk and require emergency response. Extremely hazardous defects or situations, e.g. missing inspection chamber covers, must not be left in an unsafe condition by the attending officer. They should notify the appropriate repairing team and wait until emergency assistance arrives. If appropriate and / or practicable use a vehicle to cover / remove access to the defect ensuring that hazard lights & amber beacons are activated. If a Temporary action is undertaken, there must also be a follow up Permanent action carried out within a maximum of 28 days from the time that the defect / hazard was first identified.

Category 1: Defects & hazards that require prompt attention because they represent an immediate or imminent hazard, or because there is a risk of rapid structural deterioration. Category 1 defects / hazards should be made safe at the time of the inspection, if reasonably practicable. In this context, making safe may constitute displaying warning notices or coning off to protect the public from the defect. If it is not possible to make safe the defect / hazard at the time of inspection then a repair, either temporary or permanent, should be carried out within a period of 32 hours. If a Temporary action is undertaken, there must also be a follow up Permanent action carried out within a maximum of 28 days from the time that the defect / hazard was first identified.



Category 2a: Category 2 defects & hazards are those which, following a risk assessment, are deemed not to represent an immediate or imminent hazard, or risk of short term structural deterioration. Such hazards & defects may have safety implications, although of a lesser significance than Category 1 defects & hazards, but are more likely to have serviceability or sustainability implications. Category 2 defects & hazards are categorised according to the risk probability and its likely impact, and the response time for a Category 2a defect or hazard is a maximum of 7 days. If a Temporary action is undertaken, there must also be a follow up Permanent action carried out within a maximum of 28 days from the time that the defect / hazard was first identified.

Category 2b: This category is used for defects & hazards in less urgent need of repair but nevertheless, where essential maintenance work is required. The maximum period of time for repair to be allocated to this category of defect or hazard is 28 days, and it is foreseeable that efficiencies may be gained from effective co-ordination of defects & hazards requiring a similar treatment, e.g. velocity or infra-red patching.

Category 2c: Non- safety defects that could be carried out as part of a proactive maintenance program or improvement works. These will be addressed according to available resources and budgets.

Temporary repairs: Temporary repairs should only be used when we are unable to permanently repair the defect at our first visit. Whenever possible a photograph should be taken of the temporary repair to prove that it has been done. This is particularly important when we are using signing and guarding to make an area safe.



3. Worked Examples

3.1 Worked Example 1:

Hazard / Defect Identification:

A carriageway pothole 350mm wide and 50mm deep has been identified on the I/A3066/144.

Assess Risk Impact Rating:

The Investigatory levels for a carriageway pothole are:

Intervention Level	Impact Rating
Greater than 300mm Wide AND Greater than 40mm Deep	High
Less than 300mm Wide AND Greater than 40mm Deep	Medium
Greater than 300mm Wide AND Greater than 20mm Deep	Low

Therefore, due to the physical size of the defect, the risk impact rating is assessed as being **High**.

Assess Risk Probability:

The I/A3066/144 has a network hierarchy category of **3**. (Note that this can be established using Dorset Explorer, Confirm system or an alternative & current gazetteer).

Determine Response Category:

Using the prescribed individual risk matrix for a carriageway pothole (detailed in Part 5 of this CoP) to cross reference the information determined above:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Therefore, this defect is classified as requiring a Category 1 response with appropriate action being taken within 32 hours.



3.2 Worked Example 2:

Hazard / Defect Identification:

A carriageway pothole 350mm wide and 50mm deep has been identified on the I/D92605/105.

Assess Risk Impact Rating:

The investigatory levels for a carriageway pothole are:

Intervention Level	Impact Rating
Greater than 300mm Wide AND Greater than 40mm Deep	High
Less than 300mm Wide AND Greater than 40mm Deep	Medium
Greater than 300mm Wide AND Greater than 20mm Deep	Low

Therefore, due to the physical size of the defect, the risk impact rating is assessed as being **High**.

Assess Risk Probability:

The I/D92605/105 has a network hierarchy category of **7** (Note that this can be established using Dorset Explorer, Confirm system or an alternative & current gazetteer).

Determine Response Category:

Using the prescribed individual risk matrix for a carriageway pothole (detailed in Part 5 of this CoP) to cross reference the information determined above:

		Network Hierarchy											
		Carriageway							Footway				
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Therefore, this defect is classified as requiring a Category 2b response with appropriate action being taken within 28 days.



3.3 Worked Example 3:

Hazard / Defect Identification:

A street lighting column with a missing access cover, and exposed wiring has also been identified on the I/D92605/105.

Assess Risk Impact Rating:

The investigatory levels for street lighting columns with exposed wiring are:

Intervention Level	Impact Rating
Exposed Wiring / Risk of Electrocution	High
---	Medium
---	Low

Therefore, due to the nature of the defect, the risk impact rating is assessed as being **High**.

Assess Risk Probability:

The 1200D92605/00105 has a network hierarchy category of **7** (Note that this can be established using Dorset Explorer, Confirm system or an alternative & current gazetteer).

Determine Response Category:

Using the prescribed individual risk matrix for street lighting with exposed wiring (detailed in Part 5 of this CoP) to cross reference the information determined above:

		Network Hierarchy											
		Carriageway							Footway				
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Therefore, this defect is classified as requiring a Category 1E response with appropriate action being taken within 2 hours, and the attending officer should not leave the defect unattended until emergency assistance arrives.



3.4 Worked Example 4:

Hazard / Defect Identification:

A damaged and rocking gully cover has been identified on the I/C104/450.

Assess Risk Impact Rating:

The investigatory levels for broken, damaged, cracked or corroded covers / gratings are:

Intervention Level	Impact Rating
Severly Damaged or Missing Components	High
Damaged and Moving	Medium
Damaged but Secure	Low

Therefore, due to the nature of the defect, the risk impact rating is assessed as being **Medium**.

Assess Risk Probability:

The I/C104/450 has a network hierarchy category of **5** (Note that this can be established using Dorset Explorer, Confirm system or an alternative & current gazetteer).

Determine Response Category:

Using the prescribed individual risk matrix for broken, damaged, cracked or corroded covers / gratings (detailed in Part 5 of this CoP) to cross reference the information determined above:

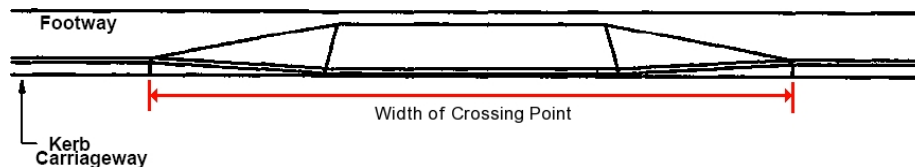
		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Therefore, this defect is classified as requiring a Category 2a response with appropriate action being taken within 7 days.

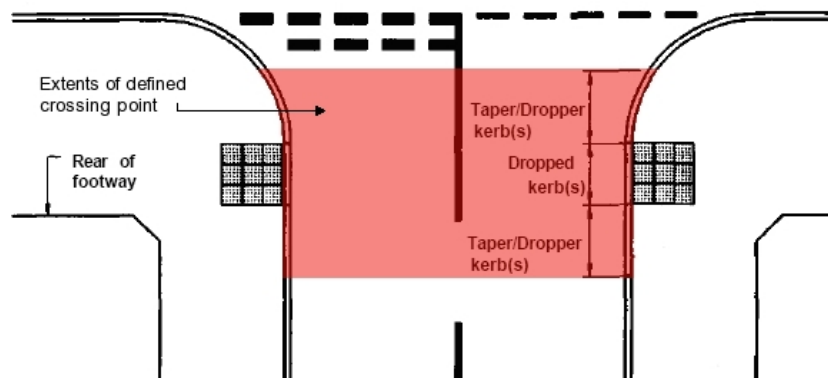
4. Specific Requirements for Assessing Hazards & Defects:

4.1 Pedestrian Crossing Points:

Carriageways shall be subject to the same investigatory levels as Footways at all defined pedestrian crossing points. Defined pedestrian crossing points can be identified by tapered and dropped kerb units, often accompanied by tactile paving. The width of carriageway subject to footway investigatory levels shall be that width between opposing sets of tapered kerb stones, as illustrated below.



Width of a Pedestrian Crossing Point



Plan View of a Typical Pedestrian Crossing Point

4.2 Cycle Ways:

Cycleways shall be subject to the same investigatory levels as the area of highway that they are situated on be that Carriageway or footway.

4.3 Notification of Defects / Hazards with Category 1 & 1E Response Times:

On the identification of a hazard or defect with an associated response category of 1 or 1E immediate notice shall be given to the appropriate section to afford the maximum time for repair. Unless specified below notice should be issued to Dorset Highways Operations Section. Category 1 defects should be reported to the relevant agent, Category 1E should be raised as a call out enquiry and called through to the Charminster embedded team on 01305 228134 to action.

Street Lighting: Notification of street lighting, illuminated sign and illuminated bollard defects shall be reported to Scottish & Southern Energy Contracting on 0800 0684145.

Traffic Signals: Notification of traffic signal defects shall be reported to the Data Team on 01305 264666.

Highway Structures: Notification of defects relating to highway structures shall be reported to the Highway Structures Team on 01305 225366.

Utility defects: To the appropriate utility company or the Traffic team on 01305 221839 Any Category 1 defects identified after 11.00am on the day before any weekend or public holiday shall be escalated to Category 1E. This is to ensure that the defect is made safe/repared within 32 hours.



4.4 Pothole type defects raised from Public enquires

To help us to provide a cost effective and robust service to the public we do not separately inspect all types of defect that are reported to us through our public interfaces. To remove unnecessary hand offs defects are automatically raised from the information given by the public. It is still our intention to inspect and repair these defects at one visit however we now propose to increase the minimum repair time from 32 hours to 7 days.

This will still give us a faster response time than the original system, when an officer had the agreed ten days to investigate the public enquiry as laid out in our communications strategy, before the works order was raised.

This does not affect defects that are categorised as requiring an immediate response or an enquiry where a member of the public has sustained personal injury or property damage, these defects will continue to be treated as immediate attendance/ call outs.

4.5 Third party damage and enforcement issues

Due to our responsibility's and duties under the highways act there will be times when the permanent repair of defects that fall in to these category's will be carried out by DCC. A good example of these are land slips or mud on the road that we remove to ensure that the highway is safe and available to use in a reasonable time scale.

When this happens, and it is possible the cost should be recovered from the responsible party.

4.6 Signs

Due to the complexity and location of some signs it would be impracticable or unnecessary to replace signs in the time scales given. These should be adhered to in relation to the time allowed to react to any immediate safety hazard, e.g. a sign leaning in to the road or one that could fall in to the footway but are only given as a guide in relation to replacement.

We will replace the sign, if required as soon as reasonably practical. There will be times that the sign will not need replacement under the new traffic signs and general directions regulations, and this should be checked before completing the work.

4.7 Variation from Defect Category Response Times

Inspectors are able to vary from defect category in following situations.

Proximity of a defect to a fixed feature (walls hedges, pedestrian guard rails etc) defects located within 150mm of the fixed feature can be raised as a 2b defect in all cases, as the risk to users is greatly reduced.

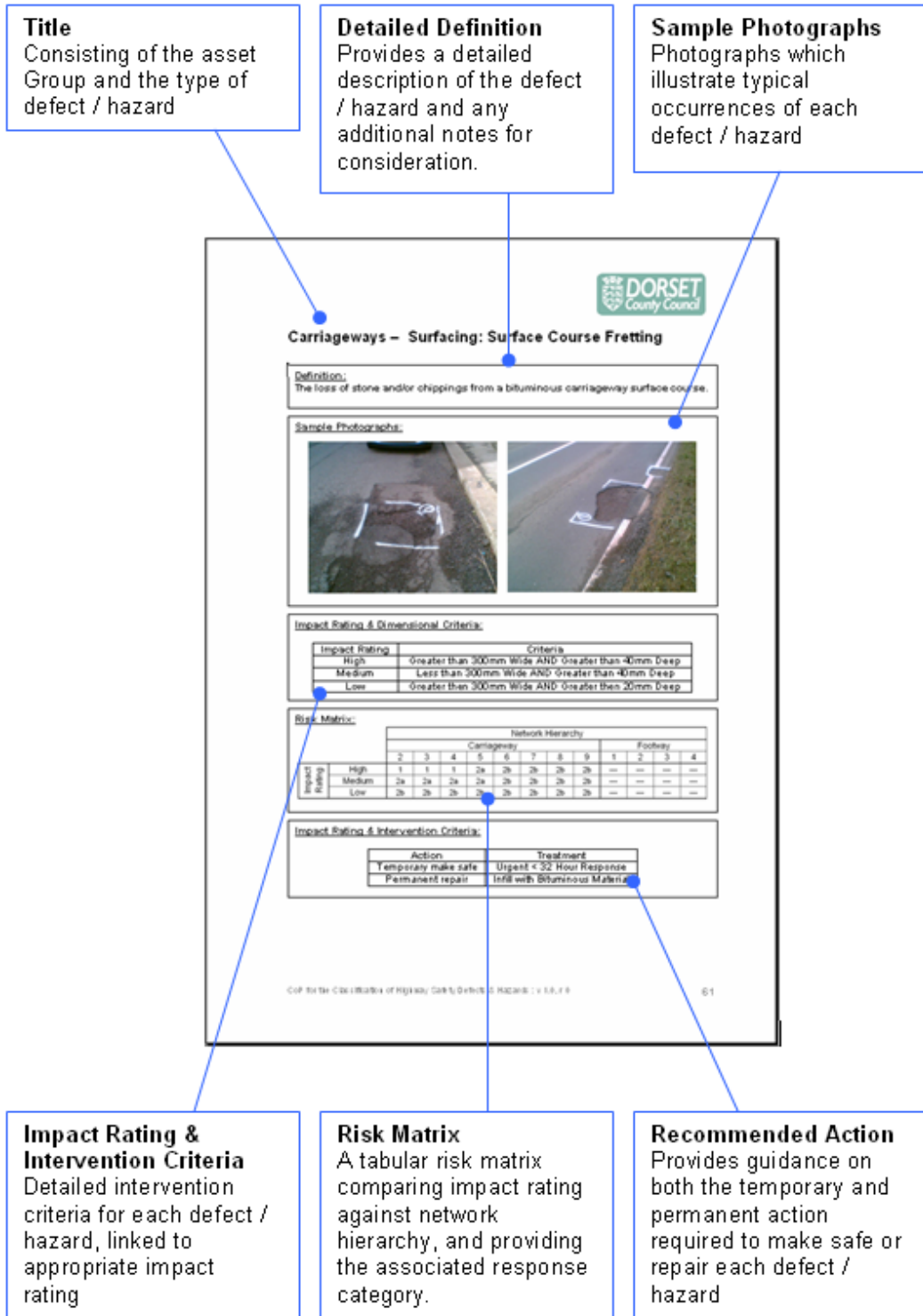
Also, any designed or historic features that by their nature are irregular in construction and should be treated consistently with the character of the area and usage. Any defects untypical of the construction and design meeting investigatory level in such a location will be raised.



Inspectors may decrease response times (e.g. 2B to a 2A) where they feel that an unusually high risk is present. When this is done, the reasoning for it must be recorded in the defect notes.

5. Detailed Hazard & Defect Definitions:

- 5.1.** This section of the CoP contains detailed information for each defect & hazard including a detailed definition, sample photographs, risk impact rating & associated investigatory criteria, individual risk matrices and recommended actions.





Carriageways – Bollard: Damaged - BLDG

Definition:

A non-illuminated bollard which is damaged and/or unstable and poses an immediate hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response/make safe utilising suitable signs/guarding
Permanent repair	Repair, Replace or remove if no longer needed



Carriageways – Bollard: Missing - BLMS

Definition:

A non-illuminated bollard which is missing and presents an immediate hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, make safe using suitable signs/guarding
Permanent repair	Repair / Replace or remove if no longer needed



Carriageways – Cover / Grating: Broken, Damaged, Cracked or Corroded - MCD

Definition:

Any cover, grating, frame or box in the carriageway which is broken, damaged, cracked or significantly corroded. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Carriageways – Utility Cover: Broken, Damaged, Cracked or Corroded.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Severely Damaged or Missing Components
Medium	Damaged and Moving
Low	Damaged but Secure

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	1	2a	2b	2b	2b	2b
Medium	2a	2a	2a	2b	2b	2b	2b	2b
Low	2c	2c	2c	2c	2c	2c	2c	2c

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, make safe using suitable signs/guarding
Permanent repair	Replace, repair Cover / Gully Grating



Carriageways – Cover / Grating: Difference in Level - MCLV

Definition:

Inspection chamber covers, gully gratings and other ironwork causing a step-in level to the surrounding carriageway surface. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Carriageways – Utility Cover: Difference in Level.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm WIDE and Greater than 40mm Deep
Low	Greater then 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent <32 Hour Response, make safe using suitable signs/guarding
Permanent repair	Adjust Level of Cover / Grating



Carriageways – Cover / Grating: Missing - MCS

Definition:

A missing Inspection chamber cover, gully grating or other ironwork anywhere within the carriageway. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Carriageways – Utility Cover: Missing.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Cover Greater than 150mm Wide or Long
Low	Cover Less than 150mm Wide or Long

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2 Hour Response, make safe with suitable signs/guarding
Permanent repair	Replace Cover / Grating



Carriageways – Cover / Grating: Parallel Gully Grating - GUPG

Definition:

Where a gully grating has been installed with the drainage slots running parallel to the direction of vehicular traffic.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Parallel Gully Grating

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Replace Cover / Gully Grating



Carriageways – Cover / Grating: Significantly Worn / Smooth Cover - MCSM

Definition:

Significantly worn or smooth covers which pose a potential skidding / slipping hazard to highway users, e.g. cyclists or motorcycles. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: ‘Carriageways – Utility Cover: Significantly Worn / Smooth Cover’.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% Worn/Smooth

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Replace Cover



Carriageways – Utility Cover: Broken, Damaged, Cracked or Corroded – Sec 81

Definition:

Any cover, grating, frame or box in the carriageway which is broken, damaged, cracked or significantly corroded, and where it is clear that the cover is responsibility of a Statutory Undertaker.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Severely Damaged or Missing Components
Medium	Damaged and Moving

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe and inform utility company/raise sec81
Permanent repair	Inform utility company/raise sec81 notice



Carriageways –Utility Cover: Difference in Level – Sec 81

Definition:

Inspection chamber covers and other ironwork, which are clearly the responsibility of a Statutory Undertaker, causing a step-in level to the surrounding carriageway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 40mm Difference in Level

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe and inform utility company/raise sec81
Permanent repair	Inform utility company/raise sec81 notice



Carriageways – Utility Cover: Missing – Sec 81

Definition:

A missing Inspection chamber cover, gully grating or other ironwork anywhere within the carriageway, which is clearly the responsibility of a Statutory Undertaker.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Cover Greater than 150mm Wide or Long
Low	Cover Less than 150mm Wide or Long

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	High Impact – Emergency Callout < 2 Hour Response ensure highway is safe and inform utility company/raise sec81
Permanent repair	Inform utility company/raise sec81 notice

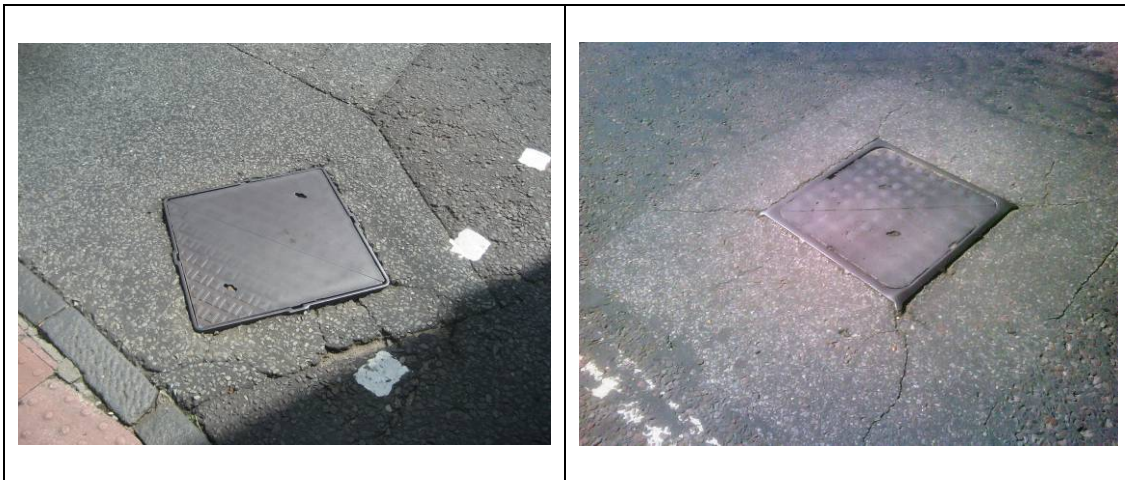


Carriageways – Utility Cover: Significantly Worn / Smooth Cover – Sec 81

Definition:

Significantly worn or smooth covers which pose a potential skidding / slipping hazard to highway users, e.g. cyclists or motorcycles, where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% Worn/Smooth

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Inform utility company/raise sec81 notice



Carriageways – Gully: Blocked - GUBL

Definition:

Where a gully chamber is partially or full of detritus and/or other material to a point where the outlet is >75% blocked and likely to cause flooding on the carriageway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% Blocked

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Empty Gully



Carriageways – Hedge / Tree: Overgrown Vegetation – HDO

Definition:

Where any hedge, tree or other vegetation obscures the carriageway to such an extent that it poses a significant hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 50% of the Carriageway Width Covered AND Causing a Significant Hazard
Medium	Causing Vehicles to Significantly Divert their Path

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure that the highway is safe utilising signs/guarding where required
Permanent repair	Enforcement Issue – Investigation Required



Carriageways – Miscellaneous: Damaged Caused by Identifiable Third Party -

Definition:

Where the carriageway has been damaged to an extent that poses a hazard to the highway user and the cause of the damage has been / can be established.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm WIDE and Greater than 40mm Deep
Low	Greater then 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure that the highway is safe utilising signs/guarding where required
Permanent repair	Enforcement Issue – Investigation Required



Carriageways – Miscellaneous: Dangerous Obstruction - CWOB

Definition:

An obstruction in the carriageway which poses an immediate hazard to the highway user, e.g. a fallen tree or collapsed embankment.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2 Hour Response, ensure that the highway is safe utilising signs/guarding where required
Permanent repair	Enforcement Issue – Investigation required



Carriageways – Miscellaneous: Excessive Mud, Debris, Detritus & Slippery Fluids - CWSS

Definition:

Mud, debris, detritus or other slippery fluid of such a considerable amount as to cause a significant hazard to the highway user. Where there is a clearly identifiable source (e.g. a nearby farm) the defect should be recorded using the defect option: ‘Carriageway – Excessive Mud, Debris, Detritus & Slippery Fluids – Identifiable Source’ otherwise use the ‘Unknown Source’ defect option.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 50% of the Carriageway Width Covered AND Causing a Significant Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2 Hour Response, Erect ‘SLIPPERY SURFACE’ Warning Signs
Permanent repair	Enforcement Issue – Investigation required where identifiable/ sweep or cleanse where not identifiable

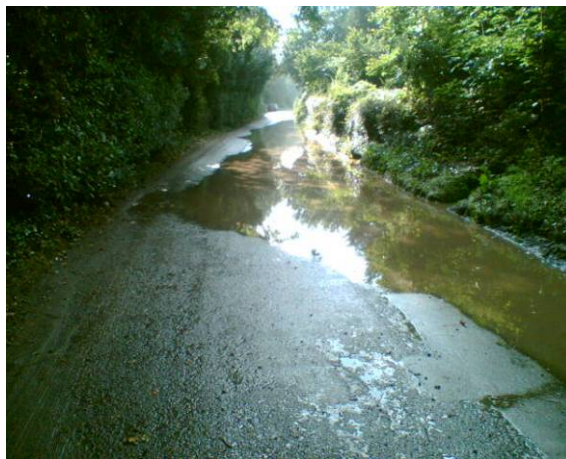


Carriageway – Miscellaneous: Flooding/Standing Water - CWFL

Definition:

Flooding or standing water of such a considerable amount as to cause a significant hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 50% of the Carriageway Width Covered

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2 Hour Response, Erect 'FLOOD' Warning Signs
Permanent repair	Clear Flood if Possible



Carriageways – Miscellaneous: Offensive Graffiti - GWGR

Definition:

Graffiti which could be considered as being offensive written, drawn or painted upon the carriageway surface.

Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Offensive Graffiti

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Remove Graffiti



Carriageways – Miscellaneous: Private Property in an Unsafe Condition - CWPP

Definition:

Where private property adjoining the highway is in an unsafe condition and poses an immediate hazard to the highway user, e.g. a destabilised private boundary wall in danger of collapsing into the highway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure that the highway is safe utilising signs/guarding where required
Permanent repair	Enforcement Issue – Investigation Required



Carriageways – Miscellaneous: Road Studs / Cats Eyes – Loose / Rocking Casing - RSLD

Definition:

Where the metal casing of a road stud / cats eye is loose and/or rocking to such an extent that it may be dislodged by vehicular traffic.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an immediate hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure that the highway is safe utilising signs/guarding where required or temporary repair
Permanent repair	Repair carriageway/ Replace Road Stud



Carriageways – Miscellaneous: Unguarded Excavation - CWEX

Definition:

An unattended excavation in the carriageway which is not sufficiently guarded and signed. For detailed guidance on appropriate signing & guarding see the Department for Transport's 'Safety at Street and Road Works' (2002).

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2-hour Response, contact traffic team
Permanent repair	Enforcement Issue – Investigation Required

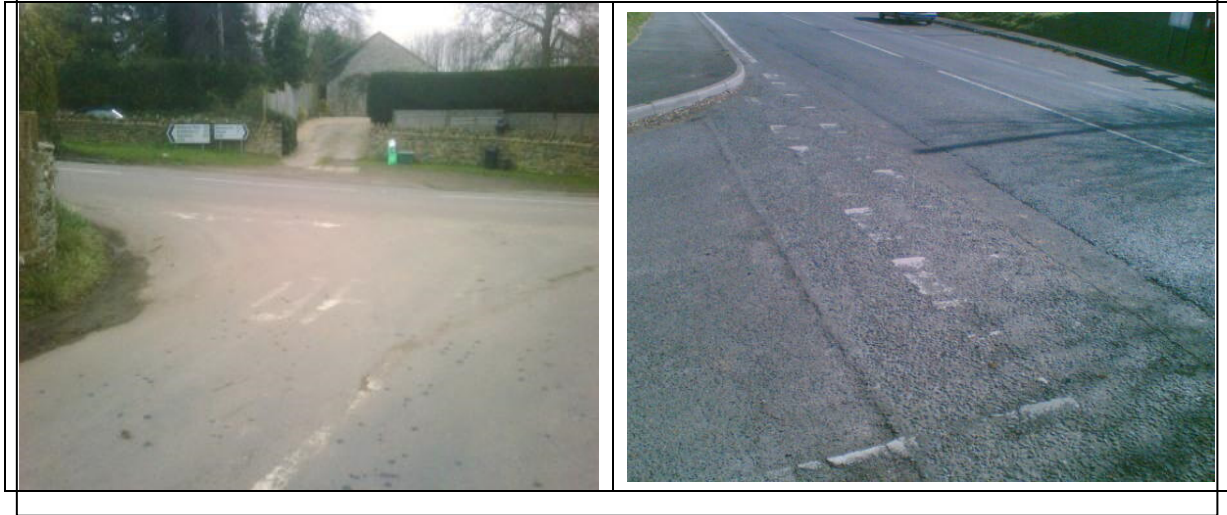


Carriageways – Road Markings: Junction Markings Missing - JMMS

Definition:

Where the whole road marking system comprising a standard STOP or GIVE WAY junction is missing.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	More than 75% of Junction Marking System Missing

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2a	2a	2a	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Renew Road Markings



Carriageways – Road Markings: Significantly Worn Continuous Double White Centre Lines - WLMS

Definition:

Double white centre line to the Traffic Signs Regulations and General Directions (2002) diagram number 1013.1 A, where any one line has been significantly worn away and is not clearly visible.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% of Any One Line Missing for a Length of 18m or More

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2a	2a	2a	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Renew Road Markings



Carriageways – Surfacing: Carriageway Collapse - CWCO

Definition:

An unguarded area of the carriageway which has become significantly depressed or where substrata has been washed away creating a visible void underneath the carriageway surface course, and which poses an immediate hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2 Hour Response, ensure the highway is safe with signs/guarding or temporary repair
Permanent repair	Possible Enforcement Issue – Investigatory excavation required to find problem



Carriageways – Surfacing: Concrete Carriageway – Miscellaneous Surface Defects - CWM

Definition:

Miscellaneous defects in the surface of a concrete carriageway, such as spalling, popouts or potholes.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Cement Based Material



Carriageways – Surfacing: Concrete Carriageway - Missing Joint Seals - CWJS

Definition:

Where the joint seal between two elements of a concrete carriageway has significantly deteriorated.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Low	Greater than 50% of the Joint Seal Missing

Risk Matrix:

		Network Hierarchy													
		Carriageway								Footway					
		2	3	4	5	6	7	8	9	1	2	3	4		
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Replace Joint Seal



Carriageways – Surfacing: Concrete Carriageway - Vertical Projection - CWST

Definition:

Vertical projection caused by a step-in level between adjoining elements of a concrete carriageway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Re-Profile Carriageway



Carriageways – Surfacing: Localised Edge Deterioration - CWE

Definition:

Localised breaking away or erosion at the edge of an unrestrained road surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 100mm Deep AND Greater than 300mm Long AND Protruding into Carriageway more than 250mm
Medium	Greater than 100mm Deep AND Protruding into Carriageway more than 250mm
Low	Greater than 100mm Deep AND Protruding into Carriageway more than 150mm

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Carriageways – Surfacing: Loss of Material around Ironwork - CWI

Definition:

Loss of carriageway surface material adjoining ironwork, such as inspection chamber covers or gully gratings, leaving a pothole like defect.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Carriageways – Surfacing: Modular Paving Unit - Loose / Rocking - CWPR

Definition:

Where a modular paving unit, e.g. channel block, flag stone or paviour, is moving or rocking and creating a vertical difference in level with the adjoining carriageway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Relay Paving unit

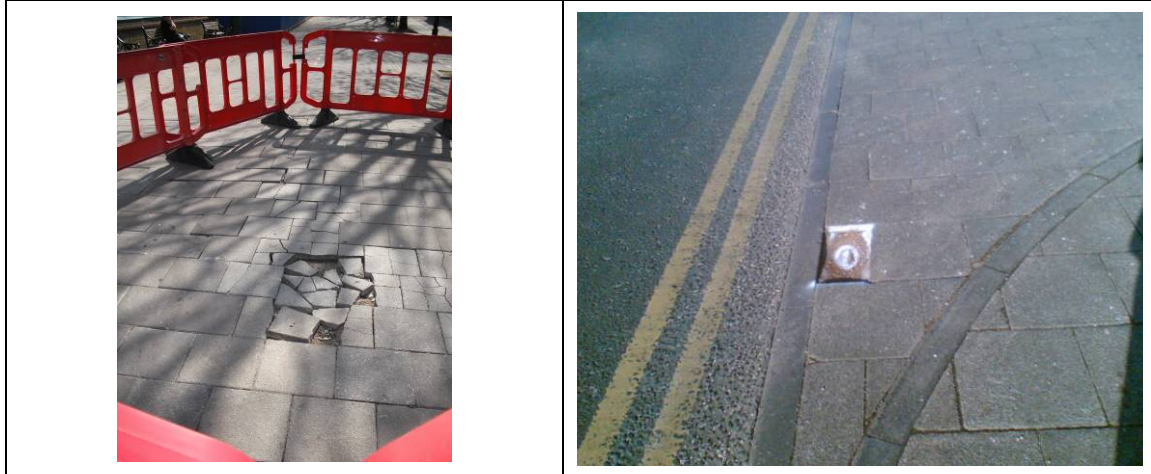


Carriageways – Surfacing: Modular Paving Unit - Missing - CPM

Definition:

A missing modular paving unit, e.g. channel block, flag stone or paviour, anywhere within the carriageway

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Replace Paving Unit or infill with bitchemous material



Carriageways – Surfacing: Modular Paving Unit – Out of Vertical Alignment - CWPR

Definition:

Any modular paving unit, e.g. channel block, flag stone or paviour, creating a vertical difference in level with the adjoining carriageway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Relay Paving Unit



Carriageways – Surfacing: Patch/Trench – Difference in Level with Carriageway - CWDL

Definition:

Where the surface height of a patch or reinstatement creates a vertical difference in level with the adjoining carriageway surface. If it appears to be a utility patch within its guarantee period (typically 2 years) then please contact the traffic team for advice.

Sample Photographs:



Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Carriageways – Surfacing: Patch/Trench – Loss or Material – CL/CWL

Definition:

Loss of surfacing material from a patch or reinstatement creating a pothole like defect within the carriageway surface. If it appears to be a utility patch within its guarantee period (typically 2 years) then please contact the traffic team for advice.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Carriageways – Surfacing: Pothole – CP/CWP

Definition:

Loss of material from the carriageway surface creating a pothole, sharp edged depression or void.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater than 300mm Wide AND Greater than 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material

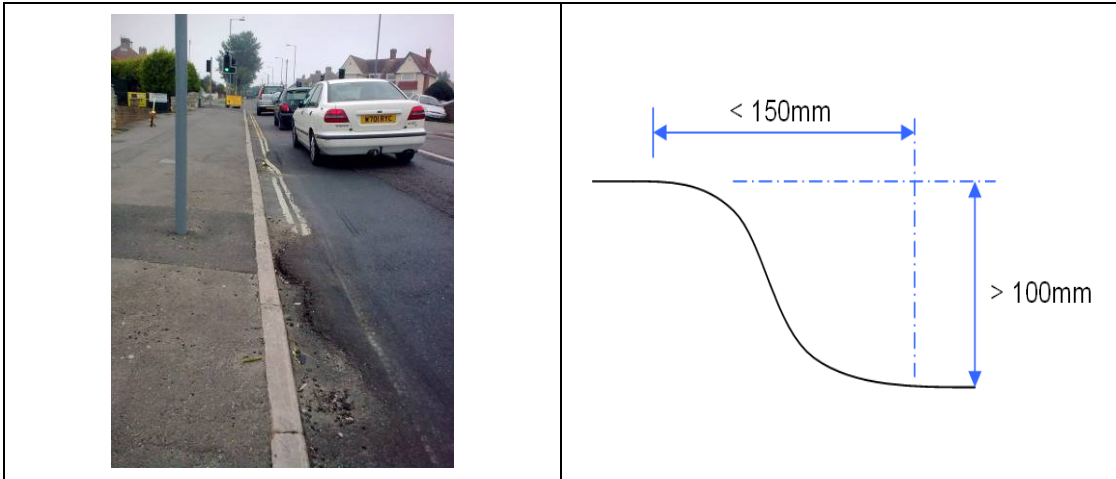


Carriageways – Surfacing: Rapid Change in Carriageway Profile (e.g. Heave or subsidence) -CWRC

Definition:

A rapid change in the surface profile of the carriageway creating a hump or depression with a difference in vertical level greater than 100mm over a length of less than 150mm

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	A Difference in Vertical Level of Greater than 100mm over a Length of 150mm or Less

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Re-Profile Carriageway



Carriageways – Surfacing: Surface Course Fretting – CB/CWB

Definition:

The loss of stone and/or chippings from a bituminous carriageway surface course.

Sample Photographs:



Impact Rating & Dimensional Criteria:

Impact Rating	Criteria
High	Greater than 300mm Wide AND Greater than 40mm Deep
Medium	Less than 300mm Wide AND Greater than 40mm Deep
Low	Greater then 300mm Wide AND Greater then 20mm Deep

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	2a	2a	2a	2a	2b	2b	2b	2b	---	---	---	---
	Low	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Footways Bollard: Damaged - BLDG

Definition:

A non-illuminated bollard which is damaged and/or unstable, and poses an immediate hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	---	---	---	---	---	---	---	---	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Repair / Replace/ Remove if no longer needed Damaged Bollard



Footways –Bollard: Missing - BLMS

Definition:

A non-illuminated bollard which is missing and presents an immediate hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Repair / Replace / remove if no longer needed Missing Bollard



Footways – Cover / Grating: Broken, Damaged, Cracked or Corroded - MFD

Definition:

Any cover, grating, frame or box in the footway which is broken, damaged, cracked or has a corroded cover or grating. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Footways – Utility Cover: Broken, Damaged, Cracked or Corroded.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Severely Damages or Missing Components
Medium	Damaged and Moving
Low	Damaged but Secure

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	1	1
Medium	1	1	2a	2b
Low	2c	2c	2c	2c

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Replace Cover/Gully Grating



Footways – Cover / Grating: Difference in Level - MFLV

Definition:

Inspection chamber covers, gully gratings and other ironwork causing a step-in level to the surrounding footway surface. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Footways – Utility Cover: Difference in Level.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2a	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Adjust Level of Cover / Grating



Footways – Cover / Grating: Missing - MFSH

Definition:

A missing cover or gully grating anywhere within the footway. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Footways – Utility Cover: Missing.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Missing Component

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	---	---	---	---	---	---	---	---	1E	1E	1E	1E
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Replace Cover / Gully Grating



Footways – Cover / Grating: Parallel Gully Grating - GUPG

Definition:

Where a gully grating has been installed with the drainage slots running parallel to the direction of vehicular traffic.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Parallel Gully Grating

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	2b	2b	2b	2b	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Replace Cover / Gully Grating



Footways – Cover / Grating: Significantly Worn / Smooth Cover- MFSM

Definition:

Worn or smooth covers which pose a potential skidding / slipping hazard to highway users. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: Footways – Utility Cover: Significantly Worn/Smooth Cover.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% Worn/Smooth

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	2b	2b	2b	2b	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Replace Cover / Gully Grating



Footways–Utility Cover: Broken, Damaged, Cracked or Corroded – Sec 81

Definition:

Any cover, grating, frame or box in the footway which is broken, damaged, cracked or has a corroded cover or grating, and where it is clear that the cover is responsibility of a Statutory Undertaker.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Severely Damages or Missing Components
Medium	Damaged and Moving
Low	Damaged but Secure

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	1	1
Medium	1	1	2a	2b
Low	2c	2c	2c	2c

Recommended Action:

Action	Treatment
Temporary make safe	High Impact – Emergency Callout < 2 Hour Response ensure highway is safe and inform utility company/raise sec81
Permanent repair	Inform utility company/raise sec81 notice



Footways – Utility Cover: Difference in Level – Sec 81

Definition:

Inspection chamber covers, gully gratings and other ironwork, which are clearly the responsibility of a Statutory Undertaker, causing a step in level to the surrounding footway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2a	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	High Impact – Emergency Callout < 2 Hour Response ensure highway is safe and inform utility company/raise sec81
Permanent repair	Inform utility company/raise sec81 notice



Footways – Utility Cover: Missing – Sec 81

Definition:

A missing cover or gully grating anywhere within the footway, which is clearly the responsibility of a Statutory Undertaker.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Missing Component

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	---	---	---	---	---	---	---	---	1E	1E	1E	1E
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	High Impact – Emergency Callout < 2 Hour Response ensure highway is safe and inform utility company/raise sec81
Permanent repair	Inform utility company/raise sec81 notice

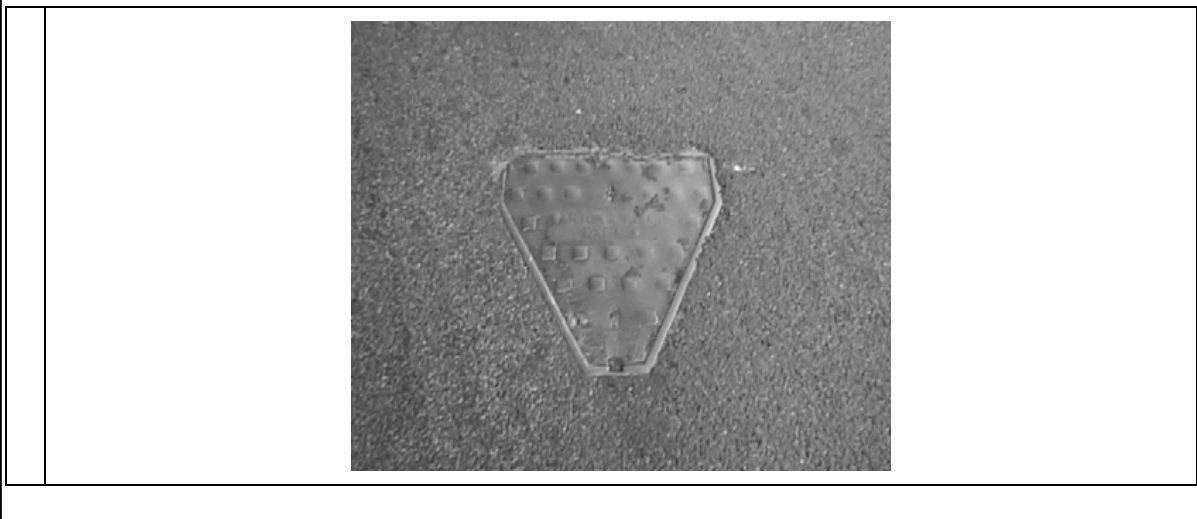


Footways – Utility Cover: Significantly Worn / Smooth Cover – Sec 81

Definition:

Worn or smooth covers which pose a potential skidding / slipping hazard to highway users. Where it is clear that the cover is the responsibility of a Statutory Undertaker (e.g. gas, water or telecoms) and NOT the County Council the defect should be recorded using the defect option: 'Footways & Cycle-Ways – Utility Cover: Badly Worn/Smooth Cover'.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% Worn/Smooth

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	2b	2b	2b	2b	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Inform utility company/raise sec81 notice



Footways – Gully: Blocked - CHIF

Definition:

A gully that is clearing water from the footway and stopping the footway from flooding that is partially full of detritus and/or other material to a point where the outlet is 75% blocked. The clearing of slot drains/channels across footways that take predominatly private water are the property owners responsibility.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 75% Blocked

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	2b	2b	2b	2b	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Empty Gully



Footways – Hedge / Tree: Overgrown Vegetation – HF0

Definition:

Where any hedge, tree or other vegetation obscures the footway to such an extent that it poses a significant hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Causing Pedestrians to Divert into Carriageway
Medium	Causing Pedestrians to Significantly Divert Their Path

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium	2b	2b	2b	...
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or cut back.
Permanent repair	Enforcement Issue – Investigation Required



Footways –Miscellaneous: Damaged Caused by Identifiable Third Party

Definition:

Where the footway has been damaged to an extent that poses a hazard to the highway user and the cause of the damage has been / can be established.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Enforcement Issue – Investigation Required



Footways – Miscellaneous: Dangerous Obstruction - FWOB

Definition:

An obstruction in the footway which poses an immediate hazard to the highway user, e.g. a fallen tree or collapsed embankment.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	---	---	---	---	---	---	---	---	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Enforcement Issue – Investigation Required

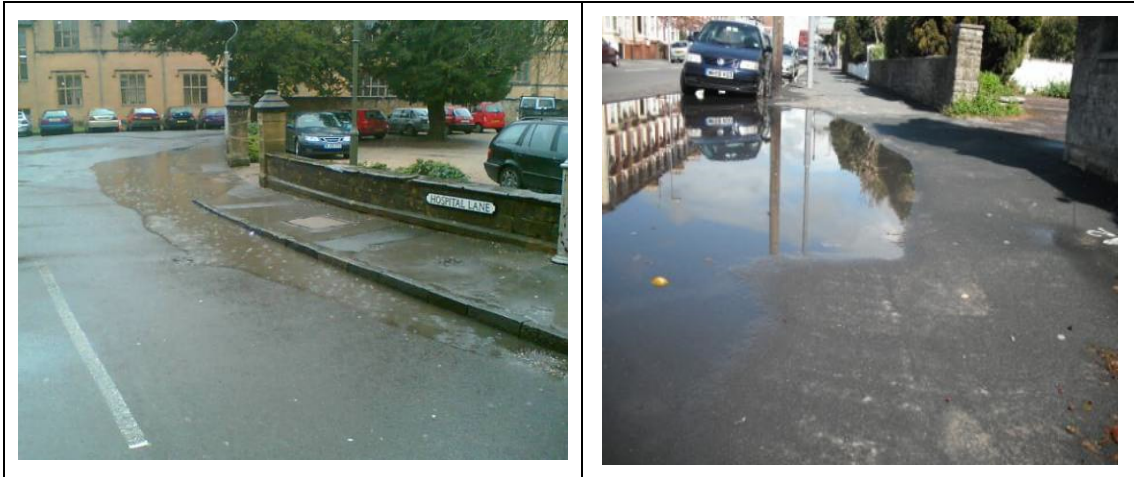


Footways – Miscellaneous: Flooding / Standing Water - FWF

Definition:

Flooding or standing water of such a considerable amount as to cause a significant hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Causing Pedestrians to Divert into Carriageway
Medium	Causing Pedestrians to Significantly Divert their Path

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium	2b	2b	2b	...
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, Erect 'FLOOD' warning signs and relevant signs/guarding.
Permanent repair	Clear Flood if Possible



Footways – Miscellaneous: Offensive Graffiti - FWGR

Definition:

Graffiti which could be considered as being offensive written, drawn or painted upon the footway/cycle-way surface or other highway asset.

Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Offensive Graffiti

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	2b	2b	2b	2b	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Remove Graffiti



Footways – Miscellaneous: Private Property in an Unsafe Condition - FWPP

Definition:

Where private property adjoining the highway is in an unsafe condition and poses an immediate hazard to the highway user, e.g. a destabilised private boundary wall in danger of collapsing into the footway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure that highway is safe using signs/guarding
Permanent repair	Enforcement Issue – Investigation Required



Footways – Miscellaneous: Unguarded Excavation - FWEX

Definition:

An unattended excavation in the footway which is not sufficiently guarded and signed. For detailed guidance on appropriate signing & guarding see the Department for Transport's 'Safety at Street and Road Works' (2002).

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	1E	1E	1E	1E
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout < 2-hour Response, contact traffic team
Permanent repair	Enforcement Issue – Investigation Required



Footways – Surfacing: Cracking and Open Surface Joints - FWCK

Definition:

A crack or open joint in a bituminous footway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 40mm Wide AND Greater than 20mm Deep

Risk Matrix:

	Network Hierarchy											
	Carriageway						Footway					
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Footways –Surfacing: Modular Paving Unit – Missing - FWMP

Definition:

A missing modular paving unit, e.g. channel block, flag stone or paviour, anywhere within the footway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Footways –Surfacing: Modular Paving Unit – Loose /Rocking - FWMP

Definition:

Where a modular paving unit, e.g. channel block, flag stone or paviour, is moving or rocking and creating a vertical difference in level with the adjoining footway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Relay paving unit



Footways –Surfacing: Modular Paving Unit – Out of Vertical Alignment- FWMP

Definition:

Any modular paving unit, e.g. channel block, flag stone or paviour, creating a vertical difference in level with the adjoining footway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Relay paving unit



Footways – Surfacing: Patch/Trench – Difference in Level with Footway - FWP

Definition:

Where the surface height of a patch or reinstatement creates a vertical difference in level with the adjoining footway surface. If it appears to be a utility patch within its guarantee period (typically 2 years) then please contact the traffic team for advice.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Footways – Surfacing: Patch/Trench– Loss of Material - FWP

Definition:

Loss of surfacing material from a patch or reinstatement creating a pothole like defect within the footway surface. If it appears to be a utility patch within its guarantee period (typically 2 years) then please contact the traffic team for advice.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Footways – Surfacing: Pothole - FWPO

Definition:

Loss of material from the footway surface creating a pothole, sharp edged depression or void.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway						Footway					
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material

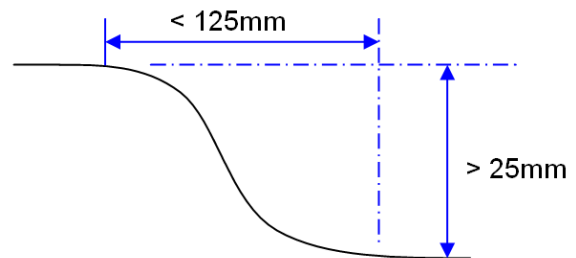


Footways – Surfacing: Rapid Change in Footway Profile - FWRC

Definition:

A rapid change in the surface profile of the footway creating a hump or depression with a difference in vertical level greater than 25mm over a length of less than 125mm.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 25mm Difference in Level AND Less Than 125mm in Length

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Re-Profile Footway



Footways – Surfacing: Surface Course Fretting- FWBT

Definition:

The loss of stone/chippings from a bituminous surface course to leave a sharp edge.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Bituminous Material



Footways – Surfacing: Unfilled Gaps between Paving Units - FWGA

Definition:

Unfilled gaps between flag stones and/or other modular paving units of sufficient width and depth as to pose a hazard to the footway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 75mm Wide AND Greater than 20mm Deep

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Suitable Material



Verges & Landscaped Areas – Inadequate Visibility - VGVS

Definition:

Where overgrown grass and vegetation obscures visibility to such an extent as to pose a possible hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Obscured by Overgrown Vegetation

Risk Matrix:

		Network Hierarchy														
		Carriageway								Footway						
		2	3	4	5	6	7	8	9	1	2	3	4			
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2a	2a	2a	2b	2b	2b	2b	2b	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	DCC Vegetation – pass to green spaces team Private Vegetation – Enforcement Issue (depending on severity of issue may need to be cut by DCC)



Verges & Landscaped Areas – Injurious Weeds - VGVD

Definition:

Injurious weeds growing within the highway, e.g. Broad-Leafed Docks, Curled Docks, Creeping Thistle, Spear Thistle, Japanese Knotweed and Ragwort.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Low	Broad Leafed Docks, Curled Docks, Creeping Thistle, Spear Thistle, Japanese Knotweed, Ragwort

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High
Medium
Low	2c	2c	2c	2c	2c	2c	2c	2c	2c	2c	2c	2c

Recommended Action:

Action	Treatment
Permanent repair	Pass to green spaces team



Verges & Landscaped Areas – Verge Over-run Adjacent to Carriageway - VGVO

Definition:

Where a verge adjoining a carriageway has been subject to over-running from vehicular traffic and is a condition which may pose a hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Greater than 100mm Deep AND Greater than 300mm Wide AND Greater than 1.5m in Length

Risk Matrix:

		Network Hierarchy														
		Carriageway								Footway						
		2	3	4	5	6	7	8	9	1	2	3	4			
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Reinstate Verge – Pass to green spaces team



Structures – Damaged Structure - RWDG

Definition:

Where a highway structure such as a bridge, retaining wall or culvert, has been damaged and poses an immediate hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding
Permanent repair	Pass to Structures team



Structures – Offensive Graffiti - RWGR

Definition:

Graffiti which could be considered as being offensive written, drawn or painted upon a highway structure.

Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Offensive Graffiti

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Remove Graffiti



Kerbs & Channels – Channel Unit: Impeded Water Flow - CHIF

Definition:

Where the free flow of water along a channel is significantly impeded, presenting a hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Channel 100% Blocked

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	---	---	---	---	
	Low	---	---	---	---	---	---	---	---	---	---	---	---	

Recommended Action:

Action	Treatment
Permanent repair	Clear Channel

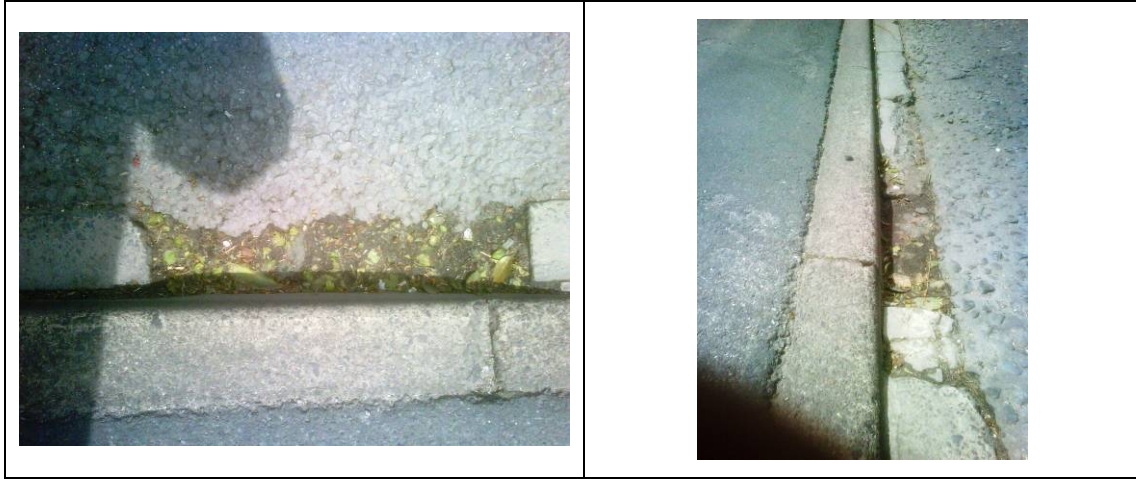


Kerbs & Channels – Channel Unit: Missing - CHMS

Definition:

A completely missing channel unit.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Missing Unit

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Replace Paving Unit



Kerbs & Channels – Channel Unit: Out of Vertical Alignment- CHVP

Definition:

A channel unit which is creating a vertical difference in level with the adjoining surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 40mm Difference in Level

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Relay Paving Unit



Kerbs & Channels – Channel Unit: Rocking - CHLR

Definition:

A channel unit which is moving or rocking and creating a vertical difference in level with the adjoining surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 40mm Difference in Level

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	2a	2b	2b	2b	2b	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Relay Paving Unit



Kerbs & Channels – Kerb Unit: Adjoining a Verge & Damaged / Missing - KBVG

Definition:

A significantly damaged or missing kerb unit adjoining a verge, grassed area or other unmetalled surface.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Severely Damaged or Missing Components

Risk Matrix:

		Network Hierarchy														
		Carriageway								Footway						
		2	3	4	5	6	7	8	9	1	2	3	4			
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Repair / Replace Damaged Kerb Unit

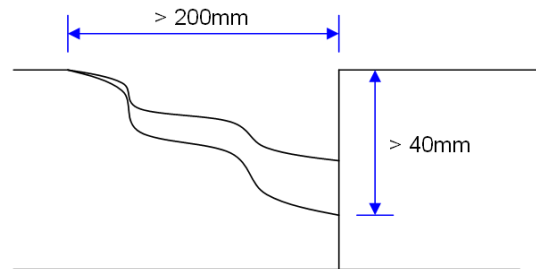


Kerbs & Channels – Kerb Unit: Damaged - KBVP

Definition:

A significantly damaged kerb unit adjoining a metalled footway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 40mm Vertical Projection AND Greater than 200mm Long AND Full width of Kerb Unit

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	1	1	2b	2b
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding h or temporary repair
Permanent repair	Repair / Replace Damaged Kerb Unit



Kerbs & Channels – Kerb Unit: Excessive Joint Gap - KVJG

Definition:

An excessive gap between two adjoining kerb units next to a metalled footway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 150mm

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	1	1	2b	2b
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Infill with Cement Based Material



Kerbs & Channels – Kerb Unit: Missing - KBMS

Definition:

A missing kerb unit adjoining a metalled footway.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Missing Unit Greater than 150mm

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	1	1	2b	2b
	Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Replace Kerb Unit



Kerbs & Channels – Kerb Unit: Out of Vertical Alignment or Rocking - KBLR

Definition:

A kerb unit adjoining a metalled footway which is creating a vertical difference in level with the adjoining surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 40mm Difference in Level

Risk Matrix:

Impact Rating		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
High	---	---	---	---	---	---	---	---	---	1	1	2b	2b
Medium	---	---	---	---	---	---	---	---	---	---	---	---	---
Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Adjust Level of Kerb Unit



Kerbs & Channels – Kerb Unit: Vertical Projection at a Defined Crossing Point - KBOX

Definition:

A kerb unit at a defined crossing point causing a vertical difference in level with the adjoining footway surface.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 20mm Difference in Level

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	2A	2b
Medium
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Adjust Level of Kerb Unit



Street Furniture – Bus Shelter: Broken Glass - BSGL

Definition:

Where a bus shelter has been vandalised and there is widespread smashed glass in either the footway or carriageway.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing a Possible Hazard

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E
Medium
Low

Recommended Action:

Action	Treatment
Permanent repair	Clear Area of Broken Glass and inform travel team of damage.



Street Furniture – Bus Shelter: Damaged - BSDG

Definition:

Where a bus stop or shelter has been vandalised and poses an immediate hazard to highway users e.g. is unstable and may collapse into the carriageway.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E
Medium
Low

Recommended Action:

Action	Treatment
Permanent repair	Make safe by removing shelter or using signs/guarding and inform travel team of damage.



Street Furniture – Fence / Guardrail: Damaged - PGD

Definition:

Where a pedestrian guardrail is damaged to such an extent that it poses a hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard
Medium	Posing a Possible Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	1	1	1	1
	Medium	2a	2a	2a	2b	2b	2b	2b	2b	2a	2a	2b	2b
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding or temporary repair
Permanent repair	Repair / Replace or remove if no longer needed



Street Furniture – Hazard Marker Post: Missing / Damaged - HZDM

Definition:

Where a hazard marker post is either missing or damaged to such an extent that the red reflector is no longer visible.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Post is Delineating a Clear Hazard AND Red Reflector Damaged/Missing

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High
Medium	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b
Low

Recommended Action:

Action	Treatment
Permanent repair	Replace/repair Hazard Marker Post



Street Furniture – Safety Barriers: Accident Damage - SFAC

Definition:

Where a safety barrier has been subject to vehicular impact and is damaged and/or misaligned.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Damaged/Misaligned

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding if needed
Permanent repair	Inform structures team and relevant agent (Dave Stone- 07771746330) - Initiate Specialist Inspection



Street Furniture – Safety Barriers: Missing Component-SFMS

Definition:

Where a safety barrier has been subject to vehicular impact / accident damage and has missing components such as vertical posts or tension bolts.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Damaged/Misaligned

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding if needed
Permanent repair	Inform structures team and relevant agent (Dave Stone- 07771746330) - Initiate Specialist Inspection



Street Lighting & Illuminated Traffic Signs – Condition of Post - LPCO

Definition:

Where a street lighting column is significantly damaged or corroded and in danger of collapse.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Greater than 50% Of Base Corroded

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding if needed
Permanent repair	Inform Street Lighting – Initiate Specialist Inspection

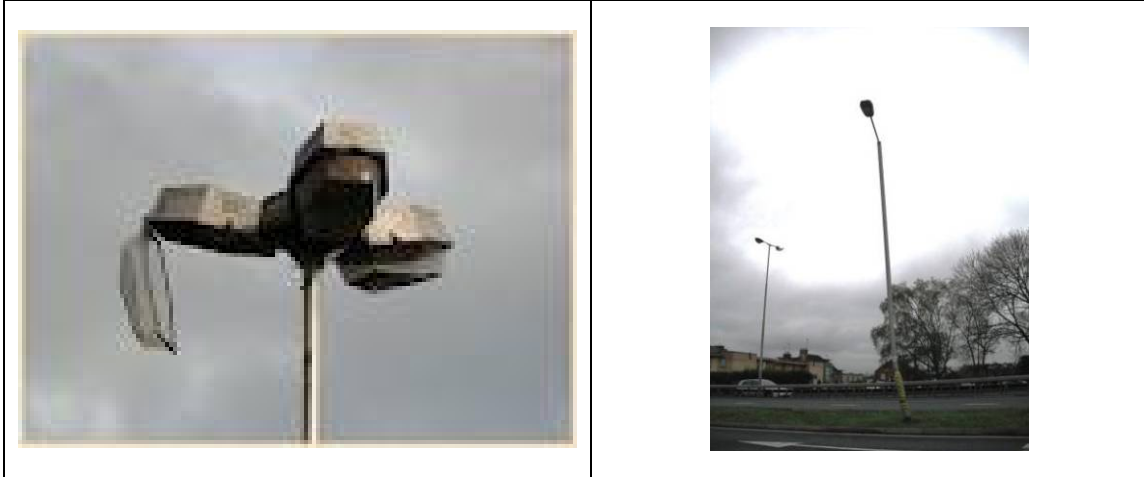


Street Lighting & Illuminated Traffic Signs – Damaged Street Light - LPDG

Definition:

A damaged street light posing a possible hazard to the highway user.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Posing a Possible Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Inform Street Lighting – Initiate Specialist Inspection



Street Lighting & Illuminated Traffic Signs – Missing Covers/ Exposed Wiring - LPXW

Definition:

A street lighting column or illuminated traffic sign with a missing cover and/or exposed wiring.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Exposed Wiring/Risk of Electrocutation

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Emergency Callout - < 2 Hour Response, ensure highway is safe with signs/guarding if needed
Permanent repair	Inform Street Lighting – Initiate Specialist Inspection



Hedges & Trees – Dead / Dying Branch or Tree - TRDB

Definition:

A dead or dying tree branch or tree overhanging/adjoining the highway and posing an immediate hazard to highway users.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	1	1	1	1
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding if possible.
Permanent repair	Arrange for removal of tree/branch utilising Arb or Highways team depending on severity of issue.



Traffic Control & Signal Installations – Damaged or Defective Traffic Signal - TSDG

Definition:

A traffic signal which is damaged and/or defective to such an extent that it poses an immediate hazard to the highway user.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding if required.
Permanent repair	Inform Systems team- Initiate Specialist Inspection



Traffic Control & Signal Installations – Missing Traffic Signal - TSMS

Definition:

A completely missing traffic signal.

Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, ensure highway is safe with signs/guarding if possible.
Permanent repair	Inform systems team – Initiate Specialist Inspection



Traffic Control & Signal Installations – Obscured or Misaligned Traffic Signal - TSAO

Definition:

Any traffic signal where the lamps are obscured and/or misaligned, posing an immediate hazard to the highway user.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Posing an Immediate Hazard

Risk Matrix:

		Network Hierarchy											
		Carriageway								Footway			
		2	3	4	5	6	7	8	9	1	2	3	4
Impact Rating	High	1	1	1	1	1	1	1	1	---	---	---	---
	Medium	---	---	---	---	---	---	---	---	---	---	---	---
	Low	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	If obscured by vegetation – arrange for vegetation to be cut back. Misaligned or other issue please contact systems team.



Road Signs – Damaged Road Sign - SND

Definition:

A road sign which is damaged and poses a hazard to the highway user.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Sign on the footway
Medium	Sign adjacent to the carriageway no footway

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	1	1	1	1
Medium	2a	2a	2a	2a	2a	2a	2a	2a
Low

Recommended Action:

Action	Treatment
Temporary make safe	Urgent < 32 Hour Response, remove immediate hazard
Permanent repair	Repair / Replace Damaged Traffic Sign if required as soon as reasonably practical



Road Signs – Missing Road Sign - SNM

Definition:

A completely missing road sign.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Regulatory Sign
Medium	Non – Regulatory Triangular ‘Warning’ Sign

Risk Matrix

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a
Medium	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b
Low

Recommended Action:

Action	Treatment
Permanent repair	Replace Missing Traffic Sign



Road Signs – Offensive Graffiti - SNGR

Definition:

Graffiti which could be considered as being offensive written, drawn or painted upon a road sign.

Sample Photograph:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
Medium	Offensive Graffiti

Risk Matrix:

		Network Hierarchy												
		Carriageway								Footway				
		2	3	4	5	6	7	8	9	1	2	3	4	
Impact Rating	High	---	---	---	---	---	---	---	---	---	---	---	---	---
	Medium	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b
	Low	---	---	---	---	---	---	---	---	---	---	---	---	---

Recommended Action:

Action	Treatment
Permanent repair	Remove Graffiti



Road Signs – Sign Face: Worn / Obscured / Dirty / Misaligned - SOB

Definition:

Where a road sign is either worn, obscured, dirty or misaligned to the extent that it is illegible.

Sample Photographs:



Impact Rating & Investigatory Criteria:

Impact Rating	Criteria
High	Regulatory Sign
Medium	Non – Regulatory Triangular ‘Warning’ Sign

Risk Matrix:

	Network Hierarchy											
	Carriageway								Footway			
	2	3	4	5	6	7	8	9	1	2	3	4
High	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a	2a
Medium	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b	2b
Low

Recommended Action:

Action	Treatment
Permanent repair	Clean / Clear / Re-Align Traffic Sign



Dorset County Council



Highway Inspections Guidance Manual

Version 5.0, Revision 3
October 2018



INVESTOR IN PEOPLE

KEEPING DORSET
MOVING

Contents	Page
1. Background	4
2. Introduction	4
3. Implementation and review	5
4. Inspection Regime	5
5. Highway Network	6
6. Inspection Frequencies	7
7. System Procedure Security	9
8. Inspection Arrangements	9
9. Inspection data	11
10. Auditing Arrangements	12
11. Inspectorate	12
12. General Guidance for Non-Safety Observations	13
13. Find, Record, Repair, and Completion of a Defect	13
14. Asset Inspection Repair Protocol	13
15 Asset Inspection Health and Safety File	15

1. Background

- 1.1** Section 41 of the Highways Act places a statutory duty upon Dorset County Council, as the local highway authority, to maintain the highway network to safe and serviceable standards.
- 1.2** Hazards & defects affecting the safety and/or the serviceability of the highway network can be identified through various routine highway maintenance operations such as scheduled safety inspections, ad-hoc inspections carried out in response to public enquiries and during cyclical maintenance activities e.g. gully emptying. In addition, emergency events such as road traffic collisions or fallen trees can also compromise the safety of the highway user.
- 1.3** In order to assist those undertaking routine highway maintenance operations the Dorset Highways – Code of Practice for the Classification of Highway Safety Hazards and Defects provides detailed information for all hazards & defects- from definitions & investigatory levels to sample photographs and recommended treatments.
- 1.4** This CoP also introduces a risk assessment process for determining an appropriate response to each hazard or defect consistent with national guidance on best practice set out in the Road Liaison Groups 'Well Managed Highways Infrastructure' (2016)

2 Introduction

2.1 This document is intended as a procedural guide for all employees involved in Highway Safety Inspections, of Dorset County Council's highway network. It covers only highway safety inspections and does not attempt to address more detailed inspections and condition surveys.

2.2 This Guidance Manual is to be used in association with Dorset Highways: Code of Practice for the Classification of Highway Safety Hazards and Defects.

3 Implementation & Review

The distribution and subsequent revisions of this document are controlled under Dorset Highways Quality Management System.

4. Inspection Regime

4.1 Inspections are undertaken as an Enhanced Safety inspection. It should be noted that they are in addition to any: -

- Structural Maintenance visual inspections, i.e. CVI and DVI;
- Machine based surveys, e.g. SCRIM, Deflectograph, and SCANNER
- Streetworks inspections
- Ad-hoc inspections in response to specific service requests
- Other Specialist Inspections, e.g. trees, bridge/structures, lighting columns
- wet weather inspections etc

''

NB Safety defects resulting from any of the above must be reported and dealt with under the appropriate procedure.

4.2 Enhanced Safety inspections are carried out to ensure that, as far as is reasonable, the safety of the public is not jeopardised by the condition of the highway. They are designed to identify those defects likely to create an immediate and/or imminent danger to the public and which require either immediate or essential work to be undertaken. Hazards are rectified according to their urgency – this could be within 2 hours for emergency hazards or up to 28 days after identification for less urgent defects.

4.3 In addition to highway inspections, inventory surveys can be undertaken to identify and record the Authority's highway assets. The surveys are carried out on newly adopted sections of highway or when an existing section is altered/improved. The inventory data collected is used for cyclical maintenance and asset management strategies, as well as for determining the activities requiring detailed inspection for all road sections.

4.4 Under section 58 of the 1980 Highways Act, the highway authority can use a "Special Defence" in respect of action

against it for damages for non-repair of the highway if it can prove that it has taken such care as was reasonable. Part of the defence rests upon: "*whether the highway authority knew , or could reasonably have been expected to know, that the condition of the part the highway to which the action relates was likely to cause danger to users of the highway*" This is where highway authorities have to show that they carry out highway safety inspections in accordance with their policies and national guidance

5. Highway Network

5.1 The highway network comprises roads split into links and sections, each of which is assigned a maintenance hierarchy type, i.e. a Maintenance Category (MC). This relates to its importance for transportation and usage. Footways have their own categories (FCs) and are thus in addition to carriageway hierarchies. Therefore, a large percentage of road sections have an MC and FC classification. For both the carriageway and footway respectively.

Carriageways without an adjacent footway and footways without an adjacent carriageway (the latter typically called 'linked' footways and usually found in urban areas), have only one MC or FC associated classification.

5.2 Cycle ways will be subject to the same intervention levels as the area of highway they are situated in be that carriageway or footway.

5.3 Carriageways will be subject to the same intervention levels as Footways at all defined pedestrian crossing areas (See section 4, in the code of practice for the Classification of Highway safety Hazards (CoP) for a more detailed definition).

5.4 The detailed definitions of each hierarchy classification, as they appear in the current Highway Maintenance Policy document, are detailed in the table 6.1.

6. Inspection Frequencies

6.1 The inspection frequencies within Dorset are detailed in the table below.

DCC Network Hierarchy	Inspection Frequency	Hierarchy Description	Road Type	Detailed Description	
Carriageway	2	12	Strategic Route	National Primary, County Regional and freight routes	Roads forming the strategic backbone of the County's network, catering for Heavy Goods Vehicles and longer distance traffic, connecting the County to adjoining counties and the national road network.
	3	12	Main Distributor	Heavily trafficked routes, greight and major bus routes.	Roads connecting the larger towns and industrial estates to each other and to the strategic routes
	4	12	Secondary Distributor	Other heavily trafficked routes	Important links in the network connecting towns and the larger villages
	5	4	Local Distributor	Roads connecting villages to the distributor road network	Roads within towns and urban areas, and rural roads that connect the larger villages and industrial estates to the distributor road network.
	6	1	Collector Road	Roads connecting villages to the distributor road network	Roads serving villages and connecting communities and smaller industrial estates to the distributor road network
	7	1	Minor Collector Road	Minor roads serving hamlets with more than 6 properties	Roads providing access to 6 or more properties in both urban and rural areas
	8	1	Minor Access Road	Minor roads serving 5 or fewer properties	Roads providing access to 5 or fewer properties and farms 0 some of these may not be surfaced
	9	0	Unpaved	Highway adopted unpaved/non-metalled surface	
Footway	1	12	Strategic Footways	Footways within urban areas that contain 10 or more shops or businesses in close proximity and footways that are contiguous with significant supportive community infrastructure, i.e hospitals, schools and major public transport terminals	
	2	4	Distriubtion Footways	Footways linked to network sections which contain additional contiguous category 1 footways, or footways that are contiguous to areas of 5	
	3	2	Secondary Distribution / Busy Local Access Footways	Local pedestrian routes within urban areas; and main pedestrian routes in rural and sub-urban areas with adjoining public amenity infrastructure e.g post office, village shop etc...	
	4	1	Local Access Footways	Footways providing primary access to groups of 10 or more properties	

6.2 Additional Information: -

a) If a single section of road is bordered by a footway(s), then the higher hierarchy for inspection is deemed to apply to both the carriageway and footway and for all of the other separate occurrences of footway along the Section.

b) The annual programme of inspections is created to ensure that all sections are inspected at the designated frequency. The schedules must be programmed to provide an acceptable interval

between each inspection throughout the year. In this way the hierarchy '1' footways are to be inspected at a one monthly interval throughout the year. The pattern of inspections should be consistently applied to consecutive years so that the inspection intervals are maintained year on year. It is important to ensure that those sections, which are inspected twice a year, are programmed for approximately the same period in consecutive years to maintain the inspection pattern.

c) Cycleway inspections are to be included with the adjacent carriageway inspection for 'cycle lanes' and included with the adjacent footway inspection for 'shared cycle/footways'.

d) When carrying out scheduled inspections for any road category/type, it is realised that keeping exactly to the programmed interval between inspections would be extremely difficult, if not impossible. Therefore, an agreed tolerance (as set out in the table below) between an inspection and its scheduled inspection date is deemed reasonable and acceptable. This is in line with National recommendations. The performance indicator measures, calculated monthly, are to use this agreed tolerance.

Annual inspection frequency's	Tolerance in calendar days
12	+/- 5 Days
4	+/- 10 Days
2	+/- 20 Days
1	+/- 30 Days

7. System Procedure and Security

- 7.1** Dorset Highways provides the Inspection Service for all of the Dorset County Council administrative area with the exception of the A35/A31/A303 Trunk Road
- 7.2** Each member of staff required to carry out inspections and/or to administer the inspection system and the issuing and managing of work, must be defined within the 'Highways by Confirms' system. Security shall be maintained by allocating each Inspector/Technician/Manager a Username login based upon their initials, together with an appropriate and unique password. The combination of name and log-in details is also used to determine which Inspector carried out an inspection and how the results were entered into the system, either manually or electronically.

8. Inspection Arrangements

- 8.1** Where a location/section/inspection type requires two members of staff, then the responsibility for the inspection is to be taken by one person defined as the Inspector and the second acting as the assistant or '2nd Inspector'. On occasions where only one person is involved, then that person shall be deemed 'The Inspector'.
- 8.2** Any inspections carried out as observations from a vehicle shall require two members of staff, with the passenger/observer defined as the Inspector and the driver as the assistant. Inspections carried out on foot will generally only require one person, designated as the Inspector. However, any road section where there is a combination of car travel and walking and/or where there are walked inspections with footways on either side of the carriageway, an assistant may be required.
- 8.3** The hierarchy '1' and '2' footway inspections must be carried out on foot. In addition, footways that have a slabbed or modular surface shall be carried out on foot. Generally, all other footways will be inspected from a vehicle except where visibility is obstructed. If, in circumstances due to parked vehicles or other obstructions where the Inspector(s) is unable to see the footway(s) clearly, then the obstructed section must be walked.

- 8.4** Carriageways adjacent to Type '1' and '2' footways shall be inspected at the same time as the adjacent footway inspection (thus sometimes receiving an increased frequency of inspection than the actual carriageway MC would require).
- 8.5** All Linked Footways shall be inspected on foot.
- 8.6** Usually, FC Type '4' footway inspections are carried out from a car during the same inspection as the adjacent carriageway. During these inspections, there will inevitably be occasions when parked vehicles obstruct the view of the footway. If, in the opinion of the Inspector, the hidden footway is prone to damage or has other relevant importance, i.e. elderly persons' home, a school etc in close proximity, then the inspection of that area of footway shall be undertaken on foot.
- 8.7** The following maximum speeds have been defined for inspections carried out from a moving vehicle: -
- a)** Rural carriageway inspection (including 'combined' carriageway and footway inspections) - 20 mph;
 - b)** Urban inspections (carriageway, footway or 'combined') - 15 mph.

9. Inspection Data

- 9.1 All** Highway inspection data files are validated to ensure that links/sections and describing codes activities/Defects/Treatments are correct before being transmitted to the designated network server.
- 9.2 DCC** has now commissioned Confirm as the new RMMS. With this new systems tool in place, it has been necessary to convert all old road section ID's to the National Street Gazetteer (NSG) reference. The NSG is a centralised unique referencing system, designed to improve the relationship between local authorities and utilities. Its fundamental aim is to make the street works process more convenient to the citizens who use them. For example, the 1200A30W/00290, is now known as the i/A30/210.
- 9.3** Confirm Connect now provides the DCC Inspection team full mobile working. The Inspection team operate with mobile tablet devices for their enhanced safety inspections (NRM). This enables DCC to send defects to the relevant agent immediately which in turn is sent to the gangs to repair. Any other unscheduled inspection files, e.g. 'Ad Hoc' shall also be treated and loaded in the same way.
- 9.4** Defects not recorded correctly will not be sent, until corrected. These defects are forwarded to the 'Jobs not committed from Inspections' file, in the area team leader Dashboard. The area team leader will then investigate and correct, before forwarding on to be processed.
- 9.5** Unprocessed data files for all inspection types are the responsibility of the organisation carrying out the inspection and shall be suitably stored, unaltered for a period of six years and, if required, made available for authorised use as and when required.

10. Auditing Arrangements

- 10.1** The area team leaders routinely audit inspection quality twice a year unless concerns are raised about a particular route or inspector. In such cases audits will be increased to a suitable level until the issue has been resolved. Information relating to the timeliness of inspections is provided by the data team monthly. The information provided by the team leaders and the data team are presented and discussed at monthly (or otherwise) management meetings.
- 10.2** From time to time, information and data may be required for service improvement and efficiency saving purposes. In the main, the statistics will be obtained from the Highway Maintenance Management Systems and may be supplemented with additional Quality Inspection data to ensure on-going compliance with the requirements of this manual and the County Council's Highway Maintenance Policy.

11. Inspectorate

- 11.1** Inspectors shall be suitably experienced and competent to carry out the tasks of highway inspections as described in this manual. They shall have a good working knowledge of relevant inspection procedures, safety requirements, together with knowledge for the use of appropriate inspection equipment and software. They shall also be conversant with the relevant parts of the DfT's 'Chapter 8 - Traffic Signs Manual', highway working practices and ideally has undertaken Institute of Highways Engineers (IHE) accredited training and be registered on the IHE website.
- 11.2** Inspectors shall carry out inspections in a uniform manner and to a uniform standard across the County. This is particularly important when deciding on a suitable category and treatment of repair for the defect or observation. If the parties responsible for the issue and/or repair of the works consider that the selection of any item or treatment code is incorrect, then full details of the correct information shall be passed to the Inspecting teams for future reference.

11.3 The person undertaking the inspection is responsible for the accuracy of that inspection. In certain circumstances, that person may be called into Court to substantiate their inspection results.

12. General Guidance for Non-Safety Observations

12.1 Non-safety observations are recorded for the purposes of bringing the condition to the attention of those responsible in order for further investigation(s) to be carried out. They are of a non-urgent nature but if left and not treated, could lead to serious disruption or deterioration. There is not an expectation that all potential observations will be identified, particularly on sections of the network subject to a driven inspection.

13. Find, Record, Repair and Completion of a Defect

With the introduction of Highway Inspection Vans, the Inspectorate now have the facility to repair defects they may find. This gives Dorset unparalleled advantages in such ways as efficiency and speed of repairs. Although to carry out such a repair the protocol below must be followed.

14. Asset Inspection Defect Repairs Protocol

It has been decided that on category 4 to 9 carriageways, and 1 to 4 footways, that the inspector can carry out repairs to any defects found, in which he has the facility to do so. In order that this can be achieved, the inspector will be carrying in each van, at the start of each day.

- signs and cones for traffic management,
- cold lay material, for bituminous repairs
- Shovel and brush
- Pruning saw and loppers to remove any overhanging vegetation

All inspectors will have been on a manual handling and Chapter 8 course before they undertake repairs and will have all relevant PPE.

When finding a defect, the inspector will firstly record the defect, and then assess if it is to be repaired by the following checks

- **Will the site conform to Chapter 8?**

i.e. is there adequate visibility to be seen, is the traffic count and speed of traffic too high, is the carriageway wide enough to allow passing traffic safely and is there a safe place to park while setting up site. (Always refer to the risk assessments and safe working practices)

- **Are weather conditions safe to carry out the repair?**

i.e. if foggy can you be seen, in wet weather are stopping distances and visibility affected, is it too cold to apply materials

- **Do I have time to repair the defect?**

There must be time to carry out the repair without compromising the inspection frequencies or other community work.

- **Do I have the correct/enough materials and tools for the repair?**

Inspectors will not be expected to return to depots for more materials, this will result in a greater loss of time. Never undertake a job if you do not have the correct equipment.

If all four can be answered 'yes' then the repair can take place and recorded that the defect has been '*Repaired by Highways Inspector*', with the works order being completed.

All potholes will be filled with a cold lay material, which can constitute a permanent repair. Also placing a cone on a defect can constitute a temporary repair, thus reducing the need for a call out.

An inspector repairing, immediately, a category 1 defect, minimises any potential for an accident to occur, within the 32 hours allocated for its repair. This principle can then be applied to 2a and 2b defects, especially if these defects are remote, from the area depots.

It is important to note that the completion of routine inspections on schedule is imperative and any degree of 'find and fix' would need to be balanced with work demands. For example, if an officer were to encounter, say 20 defects, in a section, it is feasible that they could repair them all, but in doing so could jeopardise the completion of the scheduled inspection and community work.

This process enhances, an already robust inspection procedure, and as long as the above criteria has been met, there can be no debate as to why some repairs have been undertaken and others not. Either way all defects will still be repaired within their allocated timescales, with the county benefiting from some rapid repairs to which the public will see.

Inspection frequencies must be strictly adhered to and must not be allowed to lapse.

15. Asset Inspections Health and Safety File

All Inspectorate have been issued with the above file. In summary the file contains DCC Lone Working Policy, COSHH details, accident reporting, Contact numbers, Risk Assessments, Safe Working Practices, Accident Reporting and Inspection Duties in Adverse weather conditions.

All inspectorate are expected to carry this file in their vans during their duties.