

## **Flintshire County Council - Streetscene & Transportation**

### **Policy for Highway and Car Park Safety Inspections, Intervention Criteria and Response times – June 2016**

- 1. Background**
- 2. Need for a Policy**
- 3. Carriageway inspections**
- 4. Footway inspections**
- 5. Cycleway inspections**
- 6. Car Park Inspections**
- 7. Structures Inspections**
- 8. Intervention criteria**
- 9. Response times**
- 10. Training of Inspectors**
- 11. Background documents**

#### **1. Background**

- 1.1 Flintshire County Council as Highway Authority has responsibility for the maintenance of all adopted highways (except trunk Roads) within the County. Flintshire County Council has a statutory duty to maintain the highways but may be responsible for any claims which result from injury or loss to members of the public who may use them.

#### **2. Need for a policy**

- 2.1 Flintshire County Council receive numerous claims from highway users following trips, falls or personnel loss/damage to property on the public highway. This reviewed policy will ensure the highway network is in a fit for purpose and safe condition also providing the Council with a defence against any claims it may receive.
- 2.2 By virtue of section 58 of the Highways Act 1980 (England and Wales), if an Authority can prove it had in place adequate policies and procedures to maintain the highway, and that the policies and procedures were being followed and providing there was no prior knowledge of 'the defect' before the incident date, a claim for damages against the Authority as a result of a trip, fall or personnel loss can be repudiated.
- 2.3 Safety inspections involve visiting each section of the highway infrastructure at an approved frequency. During the visit any defects that are present are noted and the required maintenance repair work arranged. Safety inspections are carried out on carriageway (roads), footway and cycleway. In addition safety inspections will take place on each publically accessible car park operated by the Council

- 2.4 Highway inspections are carried out by the Area Coordinators based in Streetscene & Transportation's Alltami Depot.

### 3. Carriageway inspections

- 3.1 In accordance with the national Code of practice for Highway Maintenance, each carriageway in the County has been classified into one of the following groups:

Category	Definition	Detail	Length
2	Class A - Strategic Route	Routes for fast moving, long distance traffic with few frontages or pedestrian traffic	152km
3a	Class B - Main distributor	Routes between strategic routes and linking urban centres.	76 km
3b	Class C - Secondary distributor	Routes carrying mainly local traffic with large numbers of frontages and junctions	262 km
4a	Unclassified - Link Roads	Routes linking main/secondary distributors and local access roads, many frontages and junctions	666km
4b	Unclassified - Local access road	Routes serving properties only with limited access traffic.	

- 3.2 The following table shows the frequency of inspections that will be undertaken in respect of each road classification. The frequency is based on a risk assessment of each classification and by reference to the recommendations contained in the National Guidance document "Well Maintained Highways – A Code of Practice for Highway Maintenance Management (July 2005)"

Description	National Guidelines Category	Recommended Code Frequency		FCC Freq.
Strategic Route – Class A	2	1 month		1 month
Main Distributor – Class B	3(a)	1 month		1 month
Secondary Distributor – Class C	3(b)	1 month		1 month
Link Road – U/C	4(a)	3 months		3 months
Local Access – U/C	4(b)	1 year	Urban	6 months
			Rural	6 months

- 3.3 The carriageway inspections will be carried out by the Streetscene Area Coordinators from a vehicle, driven as slowly as road conditions will allow. The Coordinator will be a passenger in the vehicle, which will be driven by a second member of the Streetscene & Transportation workforce.

#### 4. Footway inspections

- 4.1 In accordance with the guidelines within the National Code of practice for Highway Maintenance every footway within the County has been classified into one of the following groups:

Category	Definition	Detail	Length
Cat 1a	Prestige	Very busy main town centre shopping areas	Unknown
Cat 1b	Primary	Busy urban shopping and business areas	Unknown
Cat 2	Secondary	Medium usage routes local shopping centres	Unknown
Cat 3	Link footways	Linking local access footways, busy rural footways	Unknown
Cat 4	Local access footways	Low usage estate road footways	Unknown

- 4.2 The following table shows the frequency of inspections that will be undertaken in respect of each footway classification. The frequency is based on a risk assessment of each classification and by reference to the recommendations contained in the National Guidance document "Well Maintained Highways – A Code of Practice for Highway Maintenance Management (July 2005)"

Description	National Guidelines Category	Code Frequency.	FCC Frequency.
Prestige Area	1(a)	1 month	Weekly
Primary Walking Route	1 (b)	1 month	1 month
Secondary Walking Route	2	3 months	3 months
Link Footway	3	6 months	6 months
Local Access Footway	4	1 year	6 months

- 4.3 The inspections will be carried out by Streetscene Area Coordinators by walking the footway.

## 5. Cycleway Inspections

- 5.1 In accordance with the guidelines within the National Code of Practice for Highway Maintenance every Cycleway within the County has been classified into one of the following groups:

Category	Definition	Detail	Length
Cat A	Integral	Cycle lane forming part of the carriageway	Unknown
Cat B	Dedicated	A highway route for cyclist not contiguous with the public footway or carriageway	Unknown

- 5.2 The following table shows the frequency of inspections that will be undertaken in respect of each cycleway classification. The frequency is based on a risk assessment of each classification and by reference to the recommendations contained in the National Guidance document “Well Maintained Highways – A Code of Practice for Highway Maintenance Management (July 2005)”

Description	National Guidelines Category	Code Frequency.	FCC Frequency
Integral	A	As adjacent carriageway	As adjacent carriageway
Dedicated	B	6 months	6 months

- 5.3 The integral cycleway inspections will be driven as part of the carriageway inspection and the dedicated cycleway will be walked.

## 6. Car park inspections

- 6.1 The car parks within the County has been classified into one of the following groups:

Category	Definition	Detail
Cat A	Chargeable	Car parks with parking charges
Cat B	Non-chargeable	Car parks without parking charges

- 6.2 The following table shows the frequency of inspections that will be undertaken in respect of each car park classification. The frequency is based on a risk assessment of each classification

Category	Definition	Frequency
Cat A	Chargeable	6 monthly
Cat B	Non-chargeable	Annually

- 6.3 The car parks will inspected on foot by the Area Coordinators

## 7. Structures and Retaining walls

- 7.1 The Highway structures within the County has been classified into one of the following groups:

Category	Definition
Cat A	Highway Structures
Cat B	Highway retaining walls

- 7.2 All structures will receive a non-principle inspection every 2 years and a principle inspection every 6 years.
- 7.3 Any defects identified during the inspections will be passed to the Council's Structures Manager for advice and direction

## 8. Intervention Criteria

- 6.1 During the inspection any defects will be identified by the Streetscene Area Coordinator. The defect will fall into one of the following categories.

### Carriageway:

1. A situation with potential to cause serious injury or accident.
2. Defect above 40mm (above or below the mean level of the carriageway)
3. Defect below 40mm

### Footway:

1. A situation with potential to cause serious injury or accident
2. Defect above 25mm (above or below the mean level of the footway)
3. Defect below 25mm

### Cycleway:

1. A situation with potential to cause serious injury or accident.
2. Defect above 40mm (above or below the mean level of the cycleway)
3. Defect below 40mm

## Car Parks

1. A situation with potential to cause serious injury or accident.
2. Defect above 40mm (above or below the mean level of the carriageway)
3. Defect below 40mm

## 7. Response Times

7.1 The time to make safe or guard the defect will be as follows:

Asset	Defect	Response Time
Carriageway	A situation with potential to cause serious injury or accident	Immediate or closure
	Defect above 40mm	Rectify within 3 working days
	Defect below 40mm	Review at next inspection
Footway	A situation with potential to cause serious injury or accident	Immediate or closure
	Defect above 25mm	Rectify within 3 working days
	Defect below 25mm	Review at next inspection
Cycleway	A situation with potential to cause serious injury or accident	Immediate or closure
	Defect above 40mm	Rectify within 3 working days
	Defect below 40mm	Review at next inspection
Car Parks	A situation with potential to cause serious injury or accident	Immediate or closure
	Defect above 40mm	Rectify within 3 working days
	Defect below 40mm	Review at next inspection

## 8. Training of Streetscene Area Coordinators

8.1 Each Streetscene Area Coordinator will receive appropriate training to enable them to carry out the inspections. The training will take the form of 'shadowing' existing experienced Coordinators, and instruction by Streetscene Operational Managers. Before Streetscene Area Coordinators carry out their duties, a formal appraisal of their knowledge both of this policy and Highway Maintenance good practice shall be assessed by the Operational Managers..

## **9. Background Documents**

Highways Act 1980

Code of Practice for good highway maintenance management July 2005

June 2016