



Highways Condition and Safety Inspection Procedure

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Document Control

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This document will be subject to annual review, from the date of initial release.

1. Introduction

The Highway Authority, Cumberland Council, has a statutory duty under the Highways Act 1980 to maintain the highway network, ensuring that the highway is safe. To assist the authority to achieve this statutory duty it has a Highway Condition and Safety Inspection (HCSI) regime in place to identify potential problems and make the necessary repairs or take the appropriate actions to extend the life of the asset and to mitigate any risk posed.

This document (Highway Condition and Safety Inspection Procedure, hereafter called the “Procedure”) sets out the processes and standards for Highway Condition and Safety Inspections on the Authorities highway network.

To ensure a consistent approach a formalised Inspection System that prescribes the frequency of inspections and the method of assessment, recording and action of highway defects has been adopted.

The HCSI regime provides the basic information for addressing the first core objective of highway maintenance, network safety. The HCSI regime is the primary defence in any case of litigation brought against the Authority where lack of adequate maintenance has been alleged by a third party.

This procedure deals specifically with Condition and Safety Inspections of the Highway Network. Its primary aim is to provide assistance and guidance to all officers who are involved with the maintenance and safety of the Authorities highway network.

This document has been written with the aim of producing a procedure that is both achievable and practical, enabling the Council to maintain the highway to a safe standard using the resources available. Well Managed Highway Infrastructure: A code of practice October 2016 (The Code), local conditions, highway usage and claim history all underpin this procedure.

The HCSI Procedure will be reviewed annually by the Highways Condition and Safety Inspection Team Leader, who is the responsible owner of this procedure. This review will be authorised by the Council’s Highway Asset Manager.

2. Legislative Requirements

Section 41 of the Highways Act 1980 imposes a duty on the Highway Authority to maintain those roads, footways and cycle tracks that are “Highways maintainable at public expense”.

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

3. Well Managed Highway Infrastructure

This Procedure is underpinned by the recommendations set within The Code of practice however, those recommendations are not mandatory on authorities. The code allows for each authority to have discretion over how it delivers its highway functions so as to meet the specific needs, aspirations and wider operational aims it might have. The main drivers for the Authority are to extend the life of the asset and to have a safe Highway.

The Procedure ensures the safety of highway users and is practicable, achievable and affordable.

4. Scope of the Document

This Procedure details the process for the identification and repair of highway safety defects in order to maintain or extend the life of the asset. This Procedure excludes specific technical inspection requirements for:

- Street lighting
- Traffic Signals
- Street works & network management
- Structures
- Trees
- Complaints and service requests

The appropriate procedure documents should be referred to for these items, however the requirement to identify obvious safety issues with these assets is covered by this document.

Unsealed roads are not routinely inspected by the Council as the management of vehicular use in the countryside has been developed by the Council over a number of years in co-operation with the Lake District National Park Authority, LDNPA, and with other user groups.

Each unsealed route is surveyed and inspected by volunteers from the Cumbria Trail Riders Fellowship and the Green Lanes Association, coordinated by the LDNPA, so the use of vehicles is not detrimental to the surface condition or to the local community.

Each route has a graded survey sheet that makes recommendation regarding their use via the allocation of a red, amber, and green colour-code.

Specific inspections will also be carried on request to ensure that a risk-based approach is followed for the unsealed roads.

5. The Purpose of Highway Condition and Safety Inspections

The purpose of Highway Condition and Safety Inspections is:

- To identify defects which meet the investigation criteria.
- To identify non-surfaced related issues which do not meet the investigation criteria. Subject to available funding for repair to prolong the life of the network, please see section 12.3.
- To undertake a condition assessment and give a condition rating of the network to inform the next inspection date.
- To provide a defence under section 58 of the Highway Act 1980 and protect the Council against the significant financial impact caused by 3rd party claims.
- To provide evidence that the Council has fulfilled its statutory obligation to maintain the highway in a safe condition.
- To collect data in order to assist the management of the highway network.
- To help meet the Council's objective to increase the proportion of planned maintenance.

6. The Highways Covered by this Procedure

Unless otherwise stated all adopted footways, carriageways, street furniture, trees and verges which are maintained by the Council will be inspected.

Urban public rights of way which are surfaced (Flagged, sett, block or brick paved or bituminous surface) within urban areas will be inspected once they have been verified and added to the highways network. ~~only if they have previously been inspected prior to the introduction of this Procedure.~~

7. Working Days

Unless otherwise stated all timescales relating to 'days' used within this Procedure refer to normal working days i.e., Monday to Friday, excluding weekends and Bank Holidays.

8. Network Hierarchy

A Functional Road Hierarchy categorises roads in terms of their function and actual use. The safe, effective, and efficient movement of motor vehicles is balanced against the needs of other transport and non-transport users. The hierarchy is seen as the foundation of a coherent, consistent, and auditable approach to managing the road network.

To be of value it must reflect the needs, priorities, and actual use of each road in the network. There may be aspects determined by importance - a route leading to a major hospital, for example. There may be aspects determined by environment - rural, urban, busy shopping street, residential street etc. There may be aspects determined by non - vehicular traffic factors such as pedestrian usage. The

hierarchy will provide a balanced approach to determine an appropriate and continued, safe and convenient use of all roads.

Judgment of what is acceptable involves striking a balance between traffic capacity, the environment, speed, safety, and road user perception for the road in question. The Hierarchy of roads is also a starting point for frequency of inspections and investigation levels, balanced against a risk assessment and working with the principles of the Well Managed Highway Infrastructure. For the purposes of this Procedure the Council's highway network hierarchy is set out in the following tables: -

Table 1: - Carriageway Hierarchy		
Category	Hierarchy Description	Brief Description
R1	Strategic route	Principal roads (A Class) between Primary Destinations
R2	Main Distributor	Other principal roads, plus some important non- principal (B and C) roads
R3	Secondary Distributors	Mainly B & C class roads but also roads adjacent to large schools/colleges,
R4	Local Access Road, Link Road, and Other Minor Roads	unclassified roads linking main and Secondary distributor networks and carrying local access traffic and other roads.

Table 2: - Footway Hierarchy

Category	Hierarchy Description	Description
F1	Primary walking routes	Main shopping areas and busy tourist centres and main pedestrian routes.
F2	Secondary walking routes	Busy urban areas and other tourist areas feeding into primary routes.
F3	Link Footways	Linking local access footways through to secondary and primary routes through Urban areas and busy rural footways.
F4	Local access footways Surfaced urban rights of way	Footways associated with low usage, footways in rural areas and villages and urban surfaced public rights of way.

Table 3: - Cycleway Hierarchy

Category	Hierarchy Description	Description
C1	Strategic Cycle Route	Cycle route on Sustran's National cycle network which form part of the Highway Network
C2	Cycle lane	Cycle lane forming part of the carriageway or footway and cycle gaps at road closure points i.e. Within the road and not part of C1 Above
C3	Cycle track	Cycle track not forming part of the footway or carriageway. Shared cycle pedestrian paths, either segregated or unsegregated i.e., Off road and hard surfaced and not part of C1 above
C4	Cycle trails	Cycle trails, leisure routes through open spaces which are the responsibility of the Highway Authority i.e. Off road, usually loose surfaced.

9. Inspection Frequency

Inspection frequencies have been determined according to the hierarchy detailed in Tables 1, 2 & 3, and the risk of defects occurring.

The condition of the highway elements determined from the previous inspection and/or works that have taken place is used to determine the likelihood of defects occurring which will also inform the next inspection. The frequencies are set out in Tables 4, 5 & 6 below.

9.1 Inspections in Urban areas

Urban highways are defined as those within a 40mph or lower speed limit (Low speed roads) which are within a built-up area (within a city, town, village or Boundary). Urban areas will therefore include some villages as well as the towns and major “urban” areas of the Authority. The inspection frequencies set out in Tables 4 & 5, will be applied to the urban sections of highway in the Authority and are governed largely by their footway and strategic cycleway hierarchy i.e., all highway elements (including carriageways) are inspected at this frequency and all elements will be inspected at the same time, where no footway exist then the road is to be inspected at the frequency as if had a footway.

Table 4: - Urban Inspection frequency

Category	Hierarchy Description	Condition rating		
		Good (1)	General (2 to 4)	Poor (5)
F1	Primary walking routes	2 monthly	1 monthly	1 monthly
F2	Secondary walking routes	6 monthly	3 monthly	2 monthly
C1	Strategic Cycle Route	12 monthly	6 Monthly	3 monthly
C3	Cycle track	12 monthly	6 Monthly	3 monthly
F3	Link Footways	12 monthly	6 monthly	3 monthly
F4	Local access footways Surfaced urban rights of way	24 monthly	12 monthly	6 monthly

9.2 Inspections in Rural areas

Rural highways are defined as those with a speed limit greater than 40mph (high speed roads) or subject to 40mph speed limit and are not within a built-up area. The inspection frequencies set out in Table 6 will be applied to the rural sections of highway in the County and are governed largely by their carriageway hierarchy i.e., all highway elements (including footways and cycleway) are inspected at this frequency unless they are part of the strategic cycle network when the frequency will be determined by the shortest interval set out in the table. All elements will be inspected at the same time. Cycle ways away from carriageways are to be treated as rural and to be inspected as detailed in table 6 below: -

Table 5: - Rural Inspection frequency

Category	Hierarchy Description	Condition rating		
		Good (1)	General (2 to 4)	Poor (5)
R1	Strategic route	2 monthly	1 monthly	1 monthly
R2	Main Distributor	6 monthly	3 monthly	2 monthly
R3	Secondary Distributors	12 monthly	6 monthly	3 monthly
C1	Strategic Cycle Route	12 monthly	6 Monthly	3 monthly
C3	Cycle track	12 monthly	6 Monthly	3 monthly
C4	Cycle trails	24 monthly	12 Monthly	6 monthly
R4	Local Access and Other Roads	24 monthly	12 monthly	6 monthly
F4	Local access footways (routes for pedestrians not contiguous with carriageways)	24 monthly	12 Monthly	6 monthly

9.3 Inspection of cycleway: - strategic cycle network

Inspection of strategic cycle network will be as set out in Table 5 unless they are part of the footway or carriageway which has a shorter frequency of inspection when that frequency will prevail.

9.4 Inspection of cycleway: - others

Where cycle ways are an integral part of the footway or carriageway (i.e. cycle lanes) they are to be inspected at the same time, and to the same frequency and standards, consistent with that particular section of highway. This is because, pedestrians are likely to also walk in the cycle lanes and vehicles will frequently drive in the cycle lanes.

Where cycle ways are separated from footways or carriageways but remain within the highway boundary (i.e., cycle tracks), then again, they are to be inspected at the same time, and to the same frequency and standards, consistent with that particular section of highway.

Where cycle ways are remote from any contiguous carriageway, then they are to be inspected as set out above.

10. Inspection Frequency Tolerance

Because of the effect of weather, inspector availability etc., it is possible that the specified frequencies may not be met in some circumstances. For this reason, a tolerance in the frequency of inspections is permitted as follows:

Table 6: - Inspection Frequency Tolerance	
Frequency	Tolerance
Monthly	+/- 5 Days
2 or 3 Monthly	+/- 10 Days
4 or 6 Monthly	+/- 15 Days
12 or 24 Monthly	+/- 25 Days

11. Inspection Programme

It is important that the inspection frequency regime is adhered to, within the tolerances specified above in section 10. Our ability to maintain the use of the network for users depends on it. Furthermore, the Section 58 Defence is highly dependent on regular inspections and every effort must be made to keep to the programme. If inspection tolerances are exceeded, efforts must be made to ensure that the inspection regime of streets in the higher part of the hierarchy are protected as these streets, by definition, present a greater risk to the public and thus expose the Council to a greater risk from claims.

The routes to be followed during each day will be determined by the Highway Condition and Safety Inspection Team Leader and using the data capture device in Section 14.4, considering the prescribed frequencies and tolerances described in sections 9 and 10 above.

12. Safety Defect and Condition Definitions & Response

The inspector is required to categorise different types of defects in one of 5 types as listed below.

12.1 Emergency Defects (Category E Defects)

Emergency Defects (“Cat E” or “E”), are those defects likely to create an immediate danger or serious inconvenience to the public and which therefore require immediate action:

Emergency: Some defects are so serious that they require immediate attention. The inspector will be required to undertake a Dynamic Risk Assessment and either make safe if the inspector deems it safe for him to do (with the equipment the team have available) or to telephone an agreed contact in the office (including the Street Works Inspector) to request immediate action to make safe (Abbreviated as ‘E’). If a defect is deemed so serious as to be classified as an emergency the inspector must, remain at the site to guard against accident until relieved by the council’s response team. The inspector should be relieved within an hour and the defect made safe within two hours.

12.2 Asset Defects (Category A Defects)

Asset Defects (“Cat A” or “A”) are those defects likely to prevent use of the network and that will create a danger or serious inconvenience to the public. Such defects therefore require action as part of an asset management approach to maintaining the life of the asset. Asset Defects have a specific associated response time it, depending on the degree of deficiency and the urban or rural location. The suggested response times are set out in Appendix A

The response times are as follows: -

5 days: The defect must be repaired within **five working days** starting from close of work on the day of identification. (Abbreviated as ‘5D’)

20 days: The defect must be repaired within **twenty working days** starting from close of work on the day of identification. (Abbreviated as ‘20D’).

12.3 Monitor (Category M)

Monitor (“Cat M” or “M”) are issues which are not considered as requiring repair to maintain the use of the asset and are not Asset Defects (Cat A Defects) at the time of inspection as they fall below the investigation level requiring action to be taken.

Highway surface issues such as areas requiring re-laying or resurfacing will not be included as CAT M’s. This is due to these surface issues being recorded through various condition surveys rather than through the CAT M process.

CAT M’s will highlight issues such as street furniture and road markings.

12.4 Condition Ratings

After the section has been inspected the inspector should give an overall condition rating of the footway and carriageway inspected.

The Condition rating together with other matrix will be used to identify future maintenance schemes. The condition rating informs the frequency of the next inspection as detailed in Chapter 9 above.

13. Risk Assessment of individual defects

The Risk Matrix as shown below should be used as a tool to assess the severity and risk attached to defects.

Table 7: - Risk Matrix Table						
		Probability of Incident occurring				
		Negligible (1)	Low (2)	Medium (3)	High (4)	Severe (5)
Potential severity of incident	Negligible (1)	1	2	3	4	5
	Low (2)	2	4	6	8	10
	Medium (3)	3	6	9	12	15
	High (4)	4	8	12	16	20
	Severe (5)	5	10	15	20	25
Cat M/Condition		Cat A - 20 day		Cat A- 5 day		Cat E- 2 hour

Notes: - Risk is not specifically related to level of use - A large full width vertical upstand on a comparatively lightly used path/footway will expose all users to risk, but a vertical upstand of the same height on the same path/footway near one edge will not. The probability of an incident occurring depends on vehicular and pedestrian flows and defect locations. The potential severity of an incident depends on speeds, flows and type of road.

14. Equipment and General Procedures

All those undertaking highway safety inspections and the necessary repairs or making safe of defects must, at all times, comply fully with the current requirements of the Health and Safety at Work Regulations as they relate to working on the highway; the Safety at Street Works and Road Works Code of Practice; and any other relevant guidance or advice.

14.1 Training of Inspectors

Those undertaking highway condition and safety inspections shall be sufficiently responsible and competent to carry out these inspections, shall receive adequate training and shall be fully conversant with the procedures and requirements of this document. To aid in the identification of potential issues with highways tree a basic tree inspector course and/or in-house training with a qualified tree officer will be undertaken. Inspector Competence should be assessed in accordance with the UKRLG Highway Infrastructure Asset Management Guidance (HAMG) Part C. Alternatively the Inspector can be certified to the UK Highways Inspector training and certification scheme (The Code section B.5.5.).

14.2 Walked inspections

In urban areas, all categories of footway and carriageway will be inspected on foot. These may be inspected by a single inspector walking up one footway and returning on the opposite side, or by two inspectors walking in parallel.

There are some activities where the inspector will be required to work within the carriageway. This includes, for example, marking and measuring the defects. It is most important that this should only be carried out in conditions where it can be executed safely. On heavily trafficked roads, this could only be achieved by closing lanes with cones and appropriate signing. This would have a major impact on both productivity and costs, and in these circumstances, the inspectors should not attempt to mark and measure the defects. A best estimate of size should be made without venturing into the carriageway if it is considered unsafe to do so.

14.3 Driven inspections

Chapter 8 Part 2 of the Traffic Signs Procedure section O8.3 and O8.4 should be followed for Driven inspection, inspection stops and emergency repairs.

In rural areas carriageways, verges, Cycle tracks and footways may be inspected from a slow-moving vehicle. However, whenever it is difficult to obtain the necessary level of accuracy from vehicle-based inspections, wherever the location, walked inspections must be carried out.

Driven inspections are now undertaken by an inspector in a single occupancy vehicle utilising a digital inspection system (currently the RoadAI system from Vaisala Ltd). Work should only be carried out when there is good visibility and during periods of low risk. Vehicles must be driven on the left-hand side of the road, not the centre.

The vehicle must be driven on its own side of the road at such a speed that any defects on the carriageway or, where appropriate, on the adjacent footway, can be seen. If the road is too wide to be able to identify defects effectively to the right of the vehicle, then a run in the reverse direction must also be carried out.

If defects are to be corrected then the team should follow HSE information sheet 53, "Reducing risk in temporary traffic" and provide Traffic management in accordance with the Department for Transport "Red Book": - Safety at Street Works and Road works a code of practice October 2013

14.4 The Data Capture Device

An electronic Data Capture Device (DCD) will be used for the highway safety inspections. The inspectors will follow further instructions and guidance on using these devices and the software for recording information on the inspections and any repairs raised.

14.5 Sections with no identified defects

It is a vital part of the inspection regime that sections or streets which are not available for inspection, or which have been inspected but no defects found, must be recorded as such. Failure to collect and record this information accurately may well result in that section having to be re-inspected as this is required to ensure completion of the inspections and a full defence in court.

14.6 Location of defects

When a defect is identified, its location must be described as accurately as possible, not only to allow the repair teams to find and deal with it, but to avoid any confusion in a subsequent enquiry. It is extremely important that the highway element on which the defect has been found is identified. In particular, you must identify the correct footway irrespective of the direction in which the inspector is walking. This information could be required to rebut any subsequent claims.

The Council is promoting the use of the “What3Words” locator system, and this may be used to identify a defect where no other features are available.

In an urban street, it is relatively easy to record a defect as ‘Outside No 24 (or opposite No 24, meaning across the street)’ and for recording purposes, this could appear as ‘OS24’ (or ‘OP24’). Where houses are numbered, this method should always be used.

Where there are no properties, or they are not numbered, and a defect occurs within 2-3 metres of an easily identifiable object such as a post-box, or a numbered lamp column or sign, it can be described as ‘Close to.’. Thus, ‘Close to LP7’ would mean that the defect is within 2-3 metres of lamp column No 7.

Where the properties are not numbered, but street lighting is present, the defect can be located as a specific distance and direction from a numbered column.

Where there is no alternative method available, a distance measurement must be used. Defects can be located as ‘20m northeast from junction with ...’. On walked inspections, the distance may need to be measured with a measuring wheel or paced out (1 metre per pace) from an identifiable point, such as a road junction. Where a suitable Geographical Positioning System (GPS) system is available or operational, it must be used to locate defects.

14.7 Marking and Measuring Defects

Defects will not be routinely marked for repair but must be located accurately on the mapping system with a photo and textual description provided.

Measurements of the defects should be provided as precisely as reasonably possible. Where an exact measurement cannot be undertaken an approximation should be provided.

14.8 Coding Response times

The response time and the corresponding codes are shown in Appendix A. The response times outlined in these tables are a suggested response time only and the inspector is expected to do an onsite risk assessment, please refer to section 13 of this procedure regarding this, which may alter the response time specified by the inspector.

15. Statutory Undertakers (Utility Companies) Defects

Many defects found on the highway are the consequence of Statutory Undertaker works. These may take the form of defects in a trench or patch reinstatement in either a footway or a carriageway, or disturbed paving with vertical upstands on a flagged or block paved footway. If the inspector identifies a defect that is clearly the responsibility of a Statutory Undertaker, the course of action is to report a S81 defect to the utility company direct through street manager. If it is not clear whether the defect is due to Statutory Undertaker works, or it is not, then it should be processed in the usual manner.

Regardless of responsibility, any danger presented by the defect **MUST** be addressed immediately by the inspector/team to protect all users.

16. Customer reports

Inspections may be initiated by an enquiry or report of a defect from various sources such as members of the public. When such an enquiry or report is received these will be assessed and if required inspected within **5 working days**.

Any works which arise from such inspections will be categorised to the same standards as defects found on routine inspections.

APPENDIX A

1) Safety Inspection Criteria: - Measurable defects

The dimensions in the table below are a guide to the depths or projections at which a risk assessment is triggered at different locations in the highway.

Table 7: - Risk Matrix Table						
		Probability of Incident occurring				
		Negligible (1)	Low (2)	Medium (3)	High (4)	Severe (5)
Potential severity of incident	Negligible (1)	1	2	3	4	5
	Low (2)	2	4	6	8	10
	Medium (3)	3	6	9	12	15
	High (4)	4	8	12	16	20
	Severe (5)	5	10	15	20	25
Cat M/Condition		Cat A - 20 day		Cat A- 5 day		Cat E- 2 hour

Table A1: - Safety Inspection Criteria: - Measurable defects						
Location	Description of hazard	Investigatory level in mm				Suggested Response
		Urban		Rural		
		F1 and F2 Urban	Other Urban	R1 and R2 Rural	Other Rural	
Footways, cycle tracks, cycle trails and at designated carriageway crossing point	Vertical difference in level of the surface creating a trip hazard	>70				E
		25-70	41-70			5D
		25-40				20D
	Small depression, hump, failed patch, slab profile without vertical face causing a trip hazard	>100				E
		25-100	41-100			5D
		25-40				20D
	Cracks, joints and holes greater than 20mm wide and less than 50mm wide	>40				5D
		>40				20D
Carriageway excluding designated carriageway crossing point	Localised edge deterioration	>150				E
		>100				5D
		>100				20D
	Pothole, depression or hump	>100				E
		>40				5D
		>40				20D
	Cracks, joints and holes greater than 20mm wide and less than 50mm wide	>40				5D
		>40				20D
	Kerbs, edgings, traffic calming features, channels and ironwork	Vertical projection	>40			
>40				20D		
Horizontal projection		>50				5D
		>50				20D

Note on vertical projections in kerbs. The investigatory level for vertical projects on kerbs is set at 40mm or greater with the exception of dropped crossing for pedestrians. The levels on these kerbs will be treated at the appropriate footway investigatory level for that area. For example, a dropped crossing on an F1/F2 road would have a 25mm investigatory level.

2) Other safety related issues: - non-measurable defects

Unless stated below the inspector is to assess if the defect will create an imminent danger and thus require an immediate emergency response, or that the defect should be repaired as a 5 working day or 20 working day response time. 5 working days would usually be for defects on Category F1, F2, R1 and R2 routes, with 20 working days for other routes. However, the inspector should use the risk matrix table as described in section 13 to determine actual response times and after that assessment, may deem the defect to be a maintenance defect.

Table A2: - Other safety related issues: - non-measurable defects		
Location or asset	Description of hazard	Comments
Footways, cycle tracks, cycle trails, hard surface and hardened verges in urban areas	Rapid change of profile greater than 25mm and extending in any one direction less than 300mm	Suggested response time: - 5D for F1 & F2 Urban 20D for All Others
Manhole covers, frames, boxes, grates	Missing, badly cracked, rocking, worn or slippery surface, in danger of collapse	Missing ironwork should be classed as an Emergency
Gully gratings	Wrong direction to traffic	Suggested response time of 20D
Gullies, grips, ditches, drains and culverts	Blocked, flooded/standing water, damaged, collapsed, excessive silting	Response time determined by location and Section 13 risk assessment
Grassed areas, hedges, trees	Inadequate visibility, dying, diseased (including trees within falling distance of the highway)	Defect to be reported with E, 5D or 20D response after completion of Section 13 risk assessment
Carriageway or footway	Build-up of debris, detritus, leaf litter or significant loose chippings etc.	Response in line with Section 13 risk assessment
Road studs and pads	Loose, detached or missing within prohibition lines	Response time determined by location and Section 13 risk assessment
Road markings	Inadequate visibility of prohibition lines, junction markings, pedestrian crossing markings etc.	Response time determined by location and Section 13 risk assessment
Traffic signals and all pedestrian crossing types	Signal out, failure, damaged where safety and/or functionality is compromised	Defect raised for traffic signal contractor with response time determined by Section 13 risk assessment
Traffic signal heads	Obscured by vegetation, wrong direction etc.	Defect to be reported as E or 5D for Operations Team or traffic signal contractor
Road lighting and illuminated traffic signs	Failure, exposed wiring, missing door, hanging luminaries, bowl or bracket arm, badly damaged column.	Report defect to street lighting after Section 13 risk assessment
Safety barriers, vehicle restraint system (VRS), bridge parapets, retaining walls	Damaged to the extent functionality is impaired or liable to cause a danger	Defect to be reported to Structures Team after Section 13 risk assessment
Bridges	Significant damage including deformation or loss of structural element, loose or missing bridge joints	Defect to be reported to Structures Team after Section 13 risk assessment
Traffic calming features	Damaged, loose or worn markings	Response in line with Section 13 risk assessment
Culverts with the potential to cause flooding of buildings	Collapse, blockage etc.	Response in line with Section 13 risk assessment
Utility apparatus	Missing or damaged covers, boxes, cabinets, poles etc	Report to Streetworks via Street Manager or direct to utility with response in line with Section 13 risk assessment
Cattle grids	Missing or damaged compromising the functionality	Report defect in line with Section 13 risk assessment
General	Other safety related defects e.g., bus stops, grit bins, street furniture etc.	Response in line with Section 13 risk assessment

3) Non-safety defects

The table below is a list of maintenance defects which the inspector should record and report in the system for action by the council teams. Defect items in section 2) of this appendix A, other than highway surface defects, which are not deemed to be safety defects requiring to be actioned within 20 working days, should be reported as a monitor defect and are thus not relisted in the table below.

Table A3: - Non-safety Defects		
Location or asset	Description of hazard	Comments
Road lighting	Daytime burning	Report to street lighting on 20D response
Road studs and pads	Loose, detached or missing outside of prohibition lines	Cat M defect to be raised
Road traffic signs	Missing, damaged or illegible non-prohibition and warning signs	Cat M defect to be raised
Pedestrian bollards or barriers	Missing or damaged	Cat M defect to be raised
Road markings	Inadequate visibility of non-prohibition lines, junction markings, pedestrian crossing markings etc.	Cat M defect to be raised
General	Other non-safety issue with highway asset e.g., litter bins, benches	Cat M defect to be raised

4) Condition Indicator

The table below is a list of condition indicator which the inspector should consider if there is large area of this type of condition which would justify scoring the section as condition grade 5 (poor condition) which would increase the inspection frequency on the section.

Table A4: - Condition Indicator		
Location or Asset	Description of hazard	Comments
Flagged footway	Cracked, uneven, rocking flags	Vehicle overrun, previous works in area
Modular paved footway	Cracked, uneven, rocking, missing or large joints	Vehicle overrun, previous works in area, joint sand washed out
Bituminous footway	Spalled, plucking and fretting, missing surface course	Usually surface course failure
Carriageway	Spalled, plucking and fretting, missing surface course	Usually surface course failure
Carriageway	Rutting, heaving, shoving	High traffic volumes, softer binder course
Carriageway	Crazing, structural failing, sub-base pumping	Structural and foundation issues