Bolton Council

Code of Practice – Highway Safety Inspections

Version 11

Implemented from the 7 August 2024

Code of Practice – Highway Safety Inspections

Contents

1.0 Introduction

Section 41 of the Highways Act 1980 places a duty on the Highway Authority to maintain its publicly maintainable highways.

Section 58 provides a defence against third party claims if the Local Highway Authority can demonstrate that it has taken reasonable steps in maintaining the network which includes regular highway inspections and dealing with any complaints in a timely and appropriate manner.

This code is designed to provide practical guidance to those undertaking highway inspections on behalf of the local Highway Authority. It provides examples of investigatory levels and responses, to aid staff in arranging appropriate repairs where necessary, to maintain the safety of highway assets as far as reasonably practical.

These inspections may also be used to monitor the condition of highways for planned maintenance works.

This Code of Practice has been developed with the aim of setting the standard for highway safety and guidance has been taken from the **UK Roads liaison Group 'Well Managed Highway Infrastructure – A Code of Practice** which was published in October 2016.

This version supersedes Version 10.

The code also reflects the overall guiding principles and framework agreed by our neighbouring Greater Manchester local Highway Authorities **in adopting a risk-based approach in accordance with local needs, priorities, and affordability**.

This code has been developed and produced by Bolton Council Highways and Engineering Division following consultation with all interested stakeholders such as elected members and the council's external claim handler and legal partner.

Highway safety inspections on the publicly maintainable roads are the responsibility of Bolton Council. In most cases the following advice and examples given will be adequate, but highway inspectors will **always be expected to apply their discretion and common-sense having regard to the nature of the risk as not every eventuality can be covered**. The important message is that details of the highway inspections, defects and intended repairs must be recorded. This must be followed up by recording details of when repairs are carried out.

2.0 Highway Safety Inspections

Highway safety Inspections are carried out to find defects which may be hazardous to highway users and arrange repairs where necessary. They are important as a means of keeping the highway safe for the travelling public, but they are also important for providing evidence that the council takes a responsible attitude to its duties as a highway authority.

If a member of the public has an accident that can be attributed to the dangerous condition of the highway, then the Highway Authority may be liable to pay damages **unless it can prove that it took all reasonable steps to keep the highway safe**.

All adopted roads are frequently inspected, and the following frequencies are based upon network categories and are a starting position adopted by Bolton Council.

2.1 Frequencies based upon the Network Hierarchy used by Bolton Council

Network Categories/Hierarchy for Roads

Feature	Category	Hierarchy	Inspection method	Frequency	Description
Roads	**Strategic route**	**2**	**Walked or Driven**	**1 Month**	**Trunk and some principal roads 'A' roads between primary destinations**
	Main distributer	**3(a)**	**Walked or Driven**	**1 Month**	**Major urban network and inter primary links. Short term medium distance traffic.**
	Secondary Distributer	**3(b)**	**Walked or Driven**	**1 Month**	**Classified B and C class roads**
	Link Road	**4(a)**	**Walked**	**3 Months**	**Roads linking between the main and secondary distributer network with frontage access and frequent junctions**
	Local Access	**4(b)**	**Walked**	**12 Months**	**Roads serving limited numbers of properties carrying only access traffic.**

Network Categories/Hierarchy for Footways

Feature	Category	Hierarchy	Inspection method	Frequency	Example
Footways	**Prestige Areas**	**1(a)**	**Walked**	**1 Month**	**Major Town Centres, high density of shops**
	Primary Walking Route	**1**	**Walked**	**1 Month**	**Outer District town centres, high density of shops**
	Secondary Walking Route	**2**	**Walked**	**3 Months**	**Small retail outlets, secondary schools/colleges**
	Link Footway	**3**	**Walked**	**6 Months**	**Urban access, primary schools**
	Local Access Footway	**4**	**Walked**	**1 Year**	**Non feeder footways in housing estates**
	Little used rural footway	**4**	**Walked**	**1 Year**	**Rural footways limited usage**

However, it is worth acknowledging that by adopting a risk-based approach other factors can influence a change of approach in setting a certain frequency for a particular road, such as:-

- Traffic use, characteristics, and trends
- Current condition
- Complaints/Claims history
- Characteristics of adjoining highway authorities
- The approach of adjoining highway authorities
- Wider policy or operational considerations
- Consequence of failure

3.0 Method of Inspection

Except for St Peters Way and the driven road network inspections all other highway inspections are undertaken on foot.

Driven inspections will be carried out by two officers using the department's specifically adapted survey vehicle for slow moving surveys. The vehicle has a flashing beacon and the Bolton Council livery on the side panel of the vehicle. One highway inspector will drive, and one will observe travelling at a speed no faster than 15mph on non-high-speed roads to highlight carriageway defects.

When inspecting on high-speed roads the driver must travel at the appropriate speed in-line with other traffic, without causing any unnecessary delays.

All highway inspectors involved in this activity must have attended the High-Speed Traffic Management Awareness Course before being allowed to carry out inspections on high-speed roads**. (Details contained within appendix 1)**

3.1 Walked Inspections

Walked inspections will involve the officer wearing a high visible coat and the highway inspector will walk down one side of the footway observing defects on the footway and to the centre line of the carriageway.

The highway inspector will make every reasonable attempt to look underneath of parked vehicles but will not require crawling inspections to be undertaken by the inspector for health and safety reasons.

The highway inspector will then perform the same procedure by returning along the other side of the road recording defects using a hand-held data capture device.

All defects which are identified for repair, or those to be monitored on the next cyclic inspection, will be photographed, and attached to the relevant work order for identification purposes.

All notes are recorded on a hand-held device or other form of data capture device and passed onto the department's 'Works team' for implementation. Highway inspections are undertaken with due regard to staff and in accordance with QA procedure (B4101).

We will always endeavour to complete cyclic inspections by their due date, however certain events can affect our ability to do this, which could include factors such as, for example, but not limited to, poor inclement weather, staff absences, staff training etc.

3.2 Issues for Consideration During Inspection

The following tables identify all related issues for consideration during the highway safety inspection.

Inspection of Carriageway/Cycle Lanes

	Type of defect	Investigatory Level
Carriageway/Cycle Lanes	**Potholes**	**See table 4.2**
	Difference in level	**See table 4.2**
	Open joint	**See table 4.2**
	Missing blocks	**See table 4.2**
	Flooding	**Risk Assessed**
	Standing Water	**Risk Assessed**
	Trees unstable/Fallen branch/Overhanging hedges	**Risk Assessed**
	Spillage	**Risk Assessed**
	Debris	**Risk Assessed**
	Cracking	**Risk Assessed**
	Crazing	**Risk Assessed**
	Obstruction	**Risk Assessed**
	Rutting	**Risk Assessed**
	Ironwork missing/Damaged/Worn	**Risk Assessed**
	Live Utility Works signing and guarding	**Risk Assessed**
	Utility Reinstatements	**Risk Assessed**
	Road Markings missing/worn/incorrect	**Risk Assessed**
	Road Studs Damaged/missing	**Risk Assessed**
	Illuminated Bollards Missing/Damaged	**Risk Assessed**
	Traffic Signals Damaged/Obscured/Failed	**Risk Assessed**

Inspection of Footways, shared cycle lanes

	Type of defect	Investigatory Level
Footways, shared cycle lanes	**Potholes**	**See table 4.2**
	Protruding edge	**See table 4.2**
	Difference in level	**See table 4.2**
	Gaps/open joints	**See table 4.2**
	Missing blocks	**See table 4.2**
	Kerbs	**Risk Assessed**
	Crazing	**Risk Assessed**
	Slippery surface	**Risk Assessed**
	Tree Sap contamination	**Risk Assessed**
	Flooding	**Risk Assessed**
	Standing Water	**Risk Assessed**
	Rocking Flagstone	**Risk Assessed**
	Cracked Flagstone	**Risk Assessed**
	Obstruction	**Risk Assessed**
	Worn, missing or damaged ironwork	**Risk Assessed**
	Live Utility Works Signing and Guarding	**Risk Assessed**
	Utility Reinstatements	**Risk Assessed**
	Fence or Barriers Damaged/Missing	**Risk Assessed**
	Trees Unstable/Fallen Branch/Overhanging hedges	**Risk Assessed**
	Damaged bollards	**Risk Assessed**
	Street Furniture Damaged/Unsafe	**Risk Assessed**
	Footway markings missing/worn/incorrect	**Risk Assessed**
	Street Lighting Exposed Wires/Damaged/Unstable	**Risk Assessed**

4.0 Defect Risk Assessment

To assist the highway inspectors and to gain a consistent approach the code provides guidance on how to prioritise a defect in terms of the recommended repair response times.

During the highway safety inspection, all observed defects that provide a potential risk to highway users are recorded and the level of response determined based on an onsite risk assessment.

This policy defines defects in two categories which are.

Category 1 – those that require prompt attention because they represent an immediate hazard.

Category 2 – all other defects.

Risk Matrix					
			Consequence of Event Occurring		
Likelihood of Event Occurring	**Negligible**	**Low**	**Medium**	**High**	**Severe**
Negligible	**1**	**2**	**3**	**4**	**5**
Very Low	**2**	**4**	**6**	**8**	**10**
Low	**3**	**6**	**9**	**12**	**15**
Medium	**4**	**8**	**12**	**16**	**20**
High	**5**	**10**	**15**	**20**	**25**
KEY TO RISKS					
Low	**Medium**	**High**			

This does not imply that any defect which reaches the investigatory level indicated in **table 4.2** is deemed to need repair but that an assessment will be made by the inspector guided by the dynamic risk assessment (above) undertaken during the inspection. The inspector will ascertain the likelihood of the event occurring against the consequence of the event occurring within the range of 1-25 which will determine the repair response time. (S**ee table 4.1 below**)

4.1 Priority Responses Table

Priority Responses defined by colour.

Risk Factor	Defect Category	Priority Response	Response timescale
25	**1**	**1**	**2 hour**
15 to 20	**1**	**2**	**24 hour**
9 to 12	**2**	**3**	**14 Calendar days**
2 to 8	**2**	**4**	**28 Calendar days**
1	**2**	**5**	**Considered for future planned maintenance**

4.2 Investigatory Level Table

Investigatory Levels for defects identified during safety inspections.

Frequency of inspection	Footway	Carriageway
Monthly walked – Town Centres	**25mm protruding edge, gaps 40mm wide by 25mm in depth**	**40mm in depth, designated crossing points 25mm in depth**
Monthly Driven Carriageway only	**N/A**	**40mm in depth, designated crossing points 25mm in depth**
3 Monthly Walked	**25mm protruding edge, gaps 40mm wide by 25mm in depth**	**40mm in depth, designated crossing points 25mm in depth**
6 Monthly Walked	**25mm protruding edge, gaps 40mm wide by 25mm in depth**	**40mm in depth, designated crossing points 25mm in depth**
12 Monthly walked	**25mm protruding edge, gaps 40mm wide by 25mm in depth**	**40mm in depth, designated crossing points 25mm in depth**

4.3 Special Note

It is strongly advised that the highway inspector records all the defects that breach the recommended investigatory level during the inspection process.

4.4 Chipped, Collapsed or Loose Kerbs

On a footway at either an obvious crossing point or located outside a point of interest such as, for example, shops, post box, bus stop, school etc. chipped, collapsed or loose kerbs will be subject to the normal investigatory level set in **table 4.2.**

There are areas of footways where the surface has sunk at the back edge of the kerb. This again, on long stretches of road will not be recorded for remedial action unless outside points of interest or increased footfall but will be rectified whenever a full reconstruction project can take place.

Chipped kerbs located on a straight section of road are not normally recorded as a defect requiring remedial action, as the potential risk is felt to be moderately low. However, kerbs which have either collapsed (with a tripping edge of 50mm or more) or have become loose or liable to become detached from the footway will be identified for repair and given the appropriate repair response time.

4.5 Depressions

Depressions will be recorded as actionable if they exceed the appropriate intervention levels for that classification of road but are no longer than 600mm in length.

4.6 Tree Root Damage

Tree root damage will be identified under the minor works programme as repairs will follow tree root pruning and therefore need to be programmed in line with contractor availability and other interested parties such as the council's tree section.

4.7 Responding to Customer Enquiries

Reports either by telephone or electronically relating to the state of the highway network are regularly received from members of the public will be referred to the Highways Department.

Reports that indicate the presence of a defect or potential hazard that **requires immediate attention and** designated **as a significant risk to members of the public** must be responded via attendance by a Highway Inspector (or a more appropriate Highways officer dependant on the type of defect) within 2 hours from when it was first reported. Once the imminent danger has been identified the highway inspector/Highways officer they will attach the appropriate response based upon the Risk Matrix **table 4.1**

For example, should a defect that's reported to us be designated as a considerable risk to members of the public, we will endeavour to attend within 2 hours to assess the defect from when it was first reported. Should the defect then require an immediate make safe say based upon a risk factor of 25 (using the Risk matrix table 4.1) then we will carry out that make safe within a further 2 additional hours.

It is important to stress that reports received by electronic means such as email or via the council's website or from our Report it on-Line feature will only be assessed during the next working day which are then filtered through to the Highway Inspector with the appropriate response deadline.

Bolton Council will endeavour to investigate all other public reports within 5 working days. Those issues raised over the weekend/bank holiday or outside normal working hours will be referred to the on-call Highway Supervisor to determine the appropriate response.

4.8 Defects not under the Ownership of the Council

During the highway inspection defects may be identified which may not be the responsibility of the Council to repair. The Council does however have a duty of care to the users of the highway. The staff involved in this activity shall therefore take steps to ensure that the party responsible for the repairs are made aware of the defect and if necessary, take interim action to make a defect temporarily safe should it provide a risk to anyone using the adopted highway. This only relates to a defect which abuts the public highway.

4.9 Statutory Undertakers Defective Apparatus:

Where a highway inspector identifies a defective utility apparatus (Section 81 notices), this must be recorded on the inspection stating where possible the undertaker concerned.

The customer care team will pass this information onto the relevant utility with a recommended response time in order that the appropriate repair is carried out.

4.10 Defective Reinstatements:

Where a highway inspector identifies a defective reinstatement belonging to a Statutory Undertaker, this must be recorded stating where possible the Undertaker concerned.

In this instance this needs to be referred to the council's street works section.

Procedures and guidelines are contained within the Street Works overview guide of which is available on request.

4.11 Unknown Parties

Any defect identified where the owner is unknown shall be recorded and action taken to make safe the defect. Investigations shall then be undertaken to locate the responsible party.

4.12 Un-adopted Streets

These streets are not maintainable at the public expense and do not form part of our highway inspection regime.

4.13 Car Park Inspections

Highways and Engineering Division do carry out safety inspections on the council's official car parks as part of a service level agreement.

There is a set frequency for each car park agreed by parking services and are either 2 monthly or 4 monthly depending on the number of parking bays.

The main thoroughfares in each car park will be treated as footway and therefore the minimum investigatory level will be 25mm.

Other areas of the car park will be deemed as carriageway and therefore the relevant investigatory level will apply.

When inspecting car parks during busy periods, each highway inspector will make a reasonable attempt to look under and around any parked vehicles; however, this will not involve crawling inspections due to obvious health and safety issues.

4.14 Cycle Ways/Lanes/Tracks

Cycle ways, along with carriageways and footways are inspected on a routine basis for reporting and maintenance requirements.

The function of a footway, carriageway and cycleway is generally the same, be it a different transit mode i.e. to allow the public to travel along the highway network in a safe manner.

Cycle lanes and advisory routes are inspected as part of the carriageway on which they sit. So, the inspection frequency, investigatory levels and response times are determined by the hierarchy of the road in question.

4.15 Ancient Highway

An Ancient Highway is a highway that pre-existed prior to 1835 is maintainable at public expense, otherwise known as ''adopted''. They are highways open to all traffic just like any other adopted highway. The reason they are given this status is to distinguish them from other streets maintainable at public expense. An Ancient Highway is nearly always a highway that, for whatever reason, has not

been brought up to modern standards of highway construction and, consequently, to the casual observer, might appear to be un-adopted.

The obligation on a Local Highway Authority to maintain the highway to the same standard as its original construction and is not an obligation to improve. A highway that might have been of strategic importance long ago can become a little used backwater due to changing circumstances. Bolton Council's view is there is no justification in expending significant amounts of public funds in upgrading a road that is declining in usage; but the legal requirement to maintain remains.

Of course, if circumstances change once again and, for whatever reason, usage increases then there is still no legal requirement for the Council authorise the improvement of such a highway to a standard appropriate for that increased usage; assuming it is within the boundaries of the existing highway limits. These types of roads will not be subject to a formal pre-planned inspection regime, but we will react to any complaints made and issue an appropriate response in respect of repairs.

4.16 Areas considered for future planned maintenance scheme.

During the highway safety inspection process, certain areas of general surface deterioration over 5 Square metres may be identified and passed over to the relevant department for consideration for a future planned maintenance scheme.

If there any defects which meet the investigatory level within the larger 5 m2 area, then these isolated areas will be identified for reactive repairs in line with our risk matrix, so that carriageway is repaired, so that it is in line with our investigatory levels until funding becomes available for more permanent resurfacing works.

They would be generally categorised as a priority 5 (internally known as a non-responsibility work ticket)

5.0 Locating and Sizing of a Defect

To enable the repair teams to undertake effective repairs in the first instance, it is imperative that certain critical information is passed on to the Area Maintenance teams.

This information must be recorded during the highway inspection process, and it is vital therefore that the information is recorded efficiently. The guidance within this code will assist in the process.

Four critical pieces of information are required. These are:

- Location
- Type of defect and size
- The relevant EAM code.
- Category of defect

5.1 Identifying the Precise Location

To ensure that we can record the correct location of defect, which will allow the Area Maintenance teams to quickly identify the precise defect, it is vital that the information provided by the inspector is simple and easily understood.

To locate a defect efficiently, the Area Maintenance teams require three pieces of information:

- A location along the street
- The position of the defect on the highway
- Type of defect

Location on the Street

This information can help in using operational resources effectively; the quicker the defect can be identified less productivity time is lost.

Use a combination when appropriate, of the following:

- House number
- Street lamp number
- Building name
- Road junction

What if there are no houses in the street?

Where no houses exist; use Street Lamps (S/L)

What if there are no houses and no street lamps (S/L)?

Where neither houses nor street lamps exist; mark the defect with road marking paint and provide an approximate distance from the nearest road junction.

Using building name

Building names are often difficult to locate especially on long roads, so if it is necessary to give a building name it would help the repair team to have some other additional information such as; “Fairhaven, between S/L 21 and S/L 23”. As the following examples:

- Outside 17
- Adjacent to 21
- Junction with *****
- 5 metres from S/L 16

The position of the defect

The position of the defect on the highway is essential to help the Area Maintenance teams locate the defect that the inspector wants them to rectify.

Again, simplicity is the key to success. The following examples should be of assistance:

- Channel of carriageway
- At rear of footway
- Adjacent to
- Edge of kerb
- Trip to kerb
- At radius
- On verge
- Central reservation
- On vehicle crossing

This list is by no means definitive. However, by using combinations of these and similar other terms it is possible to give simple but clear instructions on the handheld data capture device which will help accurately record and input the location of the defect for the Area Maintenance teams. As the following examples:

- Outside 21 pothole in channel of carriageway
- Property name Mansion House, between S/L 15 and S/L 17 sunken flags to kerb edge.
- Opposite junction with Armadale Road, sunken kerb

5.2 Describing and Sizing of Defects

When describing a defect, it will be necessary to refer to the materials which are affected by the defect. In some cases, the defect may affect several materials, and these will also need to be covered within the description.

i.e. outside 27 – Depression in bitmac footway 0.3 sq. m, 2 no sunken pcc kerbs, also 2 sq. m, of rocking pcc flags and 1 no 150 * 150 sunken service box.

Such information is particularly helpful to the teams and reduces unproductive time. Where it is necessary to replace an item, if possible, the product type and/or size should be given. As the following examples:

- 5 * 10 (125 * 255) bull nose kerb
- Road gully cover 255 * 300
- Pcc footway dish channel 150 wide
- Pcc flag 600 * 600

5.3 Further Guidance on Sizing of Defects

In many instances the team will be unable for practical reasons to repair the precise area of defective highway. It may be necessary for instance, to cut back on a defective area of bituminous surface beyond the defect itself to remove loose surfacing which is not visible. The complicated equipment necessary to undertake a repair may also require a minimum opening space to carry out its role effectively.

As a rule, for the repair to potholes; areas should be recorded at a minimum of 300 * 300 and an allowance for cut back of 100mm on all sides should be made.

For repairs to be flagged and bituminous surfacing it is acceptable that the measures given by the inspector on site are estimated and not precise, as these are not used for calculating payment.

They are important however as they give the Area Maintenance teams a good indication of the materials they require, and effort should be made to give relatively accurate estimates.

When appropriate and when safe to do so, the highway inspector will mark the total area of repair with either white spray paint or yellow chalk. Not only will this aid the Area Maintenance Teams in identifying the area, it will also highlight the immediate danger to the members of the public between the periods of identification and repair.

Examples of how we mark-up defects can be found in **Appendix 3**

All safety precautions should be assessed beforehand by the highway inspector during the marking up process.

5.4 Street Furniture

Where there are items of defective street furniture it is important that the furniture is noted.

5.5 Materials

Where it is apparent that materials are necessary to carry out a repair, the materials should be stated e.g.

Take up and relay to sq. metres of uneven flags 1 @ 600 * 900 Pcc flag required.

6.0 Competency and Training

Bolton Council is committed to regular staff development. Each member of staff will have a review throughout the year to identify any specific training needs.

All staff employed to undertake highway inspections are fully supported by their Team Leader and the Service Manager.

Each member of staff is provided with a copy of this manual as guidance to this work.

Team meetings are held regularly during which time issues in relation to the inspection process may be discussed with the aim of continual improvement.

The make-up of the training which includes both existing staff and new recruits will be:-

- Manager briefing and introduction to the inspector manual.
- Work shadowing.
- Work monitoring (On site appraisals)
- Team meetings
- Staff reviews
- Relevant courses
- Reference manuals
- Health and Safety Issues
- In house practical training
- Refresher training (City and Guilds/Lantra certified)

This document seeks to ensure that all personnel involved in carrying out highway inspections:

- Can undertake the duties on a consistent basis to clear and well understood criteria.
- An understanding why highway inspections are undertaken.
- Are competent to carry out the inspections.
- Are appropriately trained.
- Understand the processes involved and suitable repair techniques.
- Can carry out and properly record the processes.

7.0 Monitoring and Review

The risk assessment process will be monitored to ensure it is being implemented in accordance with its procedures, instructions and training provided.

The implementation of the code will be monitored by regular on-site appraisals, staff briefings and via regular personal development reviews.

We will also review the need for any changes to our Code of Practice to take into account any national guidance including but not limited to, the Well-Maintained Highway Code of Practice, Highway Code etc.

The council will also adopt the relevant service performance indicators such as whether inspections are being carried out on time, the number of defects being identified, repair response times being met and the settlement of claims.

The council's network hierarchy will be reviewed on a continuous cycle during the asset's cyclic inspection by the Highway's Inspector and reported to the Service Manager for consideration.

Each individual asset hierarchy review will evaluate on whether the current frequency of inspection is appropriate.

The evaluation will include (and not limited to) its current frequency of inspection, a change in its traffic usage, it's current overall condition, road classification etc.

The code of practice will be reviewed every three years.

Appendix 1

Driven Carriageway Safety Inspection

The purpose of these carriageway highway inspections is to identify all the defects that are likely to create danger or serious inconvenience to users of the network or the wider community and to arrange for their remedy.

Method of Inspection

The highway inspector shall have due regard to his/her personal safety and in particular from moving traffic either on the main highway or at junctions and crossings. On no account must he/she put himself/herself in any hazardous situation.
This method statement must be read in conjunction with the Highways agency documents

- Temporary Traffic Management on High Speed Roads good working practice
- Guidance for safer Temporary Management workforce issues
- Guidance for crossing High Speed Roads on foot duing temporary traffic management works

All highway Inspectors in an observing role carrying out driven carriageway safety inspections of high speed roads shall attend the High Speed Traffic Management Awareness Course before they are allowed to carry out highway inspections of any high speed road.
Drivers assigned to these highways inspections will be required to attend the course also.

Inspection Vehicle

The inspection vehicle used for the driven highway safety inspections is a specially adapted vehicle developed to undertake the council's annual highway detailed (DVI,CVI) condition surveys.
The vehicle is fully equiped with all the necessary livery, flashing beacons, advisory LED vehicle mounted display signage etc, so can be driven safely at low speeds to facilatate a driven visual inspection of the highway.

Inspections

- Before any highway inspection takes place the Inspectors must check weather forecasts to ensure adequate visibility is available throughout the inspection period.
- The working period will generally be 5 hours.
- Carriageway highway inspections will always involve two staff members, one driving and one observing.
- Highway inspections must be carried out in such a manner so as to avoid any disruption to traffic, therefore inspections will be carried out outside the normal peak rush hour traffic hours and during daylight hours.
- Driven highway inspections will be carried out no faster than 15mph on our principal road network but inspections carried out on a high speed road will be driven at the same speed as live traffic dictates but will not exceed the standard mandatory speed limit.

- The observer will record any actionable defects. If any defect is observed but not located, on no account must the inspecton pull in or dramatically slow down or come to a stop. A further inspection must be carried out to confirm the location on an another pass.

- Should any highway inspectors wish to observe a potential defect more closely they must alleviate from the vehicle at the nearest available safe point and observe the defect from again the nearest available safe area and not position themselves in any danger.

- Both highway inspectors will be issued with mobile phones and high visibility jackets.

Appendix 2

Example of an immediate danger 1.

Example of an immediate danger 2.

Appendix 3

Example of how we mark up a bitmac footway defect.

Example of how we mark up a defect in the carriageway.

Example of how we mark up a defective flagstone.