

# Torbay Road Safety Audit Policy

## 1. Introduction

This document contains guidelines on the Road Safety Audit process to be undertaken within Torbay. These are guidelines and may be relaxed or tightened at the discretion of the Highways Client Officer.

## 2. Background

A Road Safety Audit (RSA) is a formal, systematic, independent assessment of the potential road safety problems associated with a new road or road improvement scheme. Audits must consider those aspects of a design that have an adverse effect on safety. An audit is **not** a check of compliance with design standards.

HD19/03 Road Safety Audit (DMRB Volume 5, Section 2, Part 2) sets out the procedures required to implement Road Safety Audits on Highway Improvement Schemes on trunk roads including motorways.

Highway Improvement Schemes are audited at Stages 1, 2, 3 and 4.

- Stage 1 audits are undertaken at the completion of a preliminary design;
- Stage 2 audits are concerned with the more detailed aspects of the scheme, and are undertaken at completion of detailed design. Where a Stage 1 audit has not been undertaken, or for a smaller scheme, audit Stages 1 and 2 can be combined into a Stage 1/2 Audit;
- Stage 3 audits are undertaken at completion of construction, and preferably before the works are opened to road users. The scheme site is examined during daylight and during the hours of darkness so that hazards particular to day and night operation can be identified;
- Stage 4 audits are monitoring reports using 12 and 36 month collision data.

It is a fundamental principle that the Audit Team is independent of the Design Team. HD19/03 requires an Audit Leader and at least one Audit Team Member. The Highway Client Officer must be satisfied with the experience and qualifications of the proposed team. Acceptable training, skills and experience are laid out in HD19/03.

Adherence to HD19/03 is mandatory for trunk roads. RSAs are not mandatory on local roads, although the principles are commended to, and adopted by many local authorities. HD19/03 sets a high standard for carrying out audits which can prove challenging for some local highways authorities, given the resources available and the number and scales of highway schemes that most authorities have to consider. As a result, the CIHT 'Road Safety Audit' document (2008) advises that a more flexible approach could be taken.

This Policy defines the process for RSAs in Torbay, using the principles of HD19/03 and adapting to provide a more reasonable framework for the area.

### **3. Road Safety Audit Levels**

All schemes have the potential to influence future collisions, however it is accepted that the level of audit should be relevant and proportional to the scheme. For this reason, four grades of audit are being adopted by Torbay Council which will provide the basis for the level of safety assessment that is required for each scheme. The level of audit recommended for each type of scheme is detailed in Section 4 (Table 2).

#### **Road Safety Audit - Grade A**

Grade A schemes will require a full Road Safety Audit, completed to HD19/03 standards.

Whilst there are no motorways or trunk roads within the Torbay boundary, Grade A may be applicable on Torbay's strategic network at the discretion of the Highway Client Officer.

Grade A schemes will be audited by an external party to Torbay Council. The Audit team should be conducted in accordance with HD19/03, and the requirements for auditors training and experience are as set out in HD19/03.

#### **Road Safety Audit - Grade B**

Grade B schemes will adopt the principles of HD19/03. However, full compliance is not considered necessary due to the location, road type and/or scheme. Compliance to HD19/03 will be relaxed in the following ways:

- Training requirements of all team members – only one team member to be HD19/03 approved
- Requirement for a Stage 4 Audit is omitted

A RSA will normally be applicable to schemes with works costs in excess of £40k. The audit team should be fully independent from the design process.

When requesting an audit, the proposed design drawings to a suitable scale along with a background to the scheme should be provided to the Audit Team. At least 36 months collision data should also be supplied.

Stage 1/2 Audits will take place at detailed design stage. Stage 3 audits are expected to take place as soon after completion of construction as possible.

Guidance on templates is available in HD19/03.

#### **Road Safety Review**

A Safety Review is considered acceptable for smaller schemes, generally with a works cost between £10k and £40k. See Section 4 (Table 2) for detail of scheme types suitable for a Road Safety Review.

One auditor independent from the design team is satisfactory to carry out the review; however it may be preferable for a road safety engineer or officer from Torbay Council to assist. This decision will be made by the scheme Highway Client Officer. The auditor should be HD19/03 approved, or be experienced in road safety engineering or similar professional training.

A Safety Review is essentially a 'light touch' Road Safety Audit. The categories listed in HD19/03 Annex A/B/C should be used as a reference when a problem is identified. The problem should be recorded, stating the potential risk and the type of collision that may occur. A recommendation must be included. This should be proportionate and viable to the proposed scheme. Recommendations to 'consider' should be avoided.

A Safety Review Template is attached in Appendix A.

## Self Audit

A Self Audit by the design team is generally considered acceptable for schemes with a works cost under £10k. Reference should be made to Table 2 for schemes suitable for Self Audit.

The Self Audit shall comprise a Safety Checklist to ensure that the design team have identified potential risks to all road users and provided suitable mitigation where necessary.

The audit does not necessarily need to be undertaken by a team member independent of the design but must have suitable road safety engineering experience as deemed appropriate by the Highways Client Officer.

The following aspects should be considered when completing a Self Audit:

- Visibility for each road user group
- Potential conflicts between vehicles; or between vehicles and vulnerable road users
- Type of collision that may occur

A template for the Self Audit is attached in Appendix B.

## Summary

A summary of the requirements for each Audit Level are included in Table 1.

**Table 1: Audit Level Summary Requirements**

Audit Level	Description	Training / Competency*	Internal / External	Number of auditors	Site Visit Required	Stage
A – RSA	RSA to HD19/03 standards	HD19/03 approved	External	2+	Yes	1 – 4
B – RSA	RSA to the principles of HD19/03	One team member to be HD19/03 approved*	External***	2+	Yes	1 – 3
Safety Review	Safety Review based upon a scaled down audit	Road Safety Audit trained or HD19/03 approved**	Internal/ External***	1+ (scheme dependent)	Yes	Design and Opening
Self Audit	Internal review of design to guidelines of Self Audit following the checklist	Safety design experience. Team member independent of design	Internal***	1+	Optional	Design and Opening

\* The Highways Client Officer may request an auditors CV prior to the audit taking place to confirm suitability

\*\* 1 team member to be trained as a Safety Auditor or be experienced in road safety engineering or similar professional training

\*\*\* Internal / External may also refer to internally/externally to the design team within Torbay Council

## 4. Scheme Types

Table 2 displays the level of audit that is recommended for each type of scheme. This guidance can be amended at the discretion of the Highway Client Officer. The codes correspond to the audit level, as described in Section 3 of this Policy.

Departures may be permitted at the discretion of the Highways Client Officer.

**Table 2: Audit Level by Scheme**

Scheme Type	<10k	10k-40k	>40k
Major Highway Improvements	N/A	N/A	RSA (A/B)*
Minor Highway Improvements (General)	SA	SR	RSA (B)
Maintenance (Other)	SA	SA	SA
Changes to Pedestrian Flow	SA	RSA (B)	RSA (B)
Controlled crossings and changes	RSA (B)	RSA (B)	RSA (B)
Change of priorities	RSA (B)	RSA (B)	RSA (B)
Shared space areas	RSA (B)	RSA (B)	RSA (B)
Cycling schemes on strategic roads	RSA (B)	RSA (B)	RSA (B)
Visibility Improvements	SA	SR	SR
Bus Stop Improvements	SA	SR	SR
Pedestrian Guardrail	SA	SR	SR
Gateways and Speed bars	SA	SR	RSA (B)
High Friction Surfacing	SA	SR	SR
Street Lighting (relocation of columns)	SA	SR	SR
Signing and Lining	SA	SR	SR
Road Surface Maintenance	SA	SA	SA
Pedestrian Mobility	SA	SR	RSA (B)
20mph speed limit	SA	SR	SR
Parking bays	SA	SR	SR
Cycle parking	SA	SA	SR
Safety fence	SR	RSA (B)	RSA (B)
Cycle schemes on minor roads	SR	SR	RSA (B)
Signalised junction replacements	SR	SR	RSA (B)
New signalised junction or junction improvements	SR	RSA (B)	RSA (B)

RSA (A) – Road Safety Audit, Grade A

RSA (B) – Road Safety Audit, Grade B

SR – Safety Review

SA – Self Audit

\* RSA (A) at the specific request of the Highways Client Officer

## **5. Developer Designs**

For any schemes that are put forward by an external developer, not appointed by Torbay, a RSA should be carried out. The RSA will be a condition of Section 278 and Section 38 agreements.

The RSA will be completed by an audit team independent to the development or design/consultant. The developer will fund the full cost of the RSA.

The audit team is expected to be fully competent and accredited to HD19/03.

It is accepted that not all Section 278 schemes may require the RSA process. However, departures from the process should be requested by the developer.

All Section 38 schemes will require the RSA process. These will predominately be up to RSA Stage 3. However, in some instances, for example the construction of a junction onto a major road, a full 4 stage audit will be required.

In the event that a Stage 3 or Stage 4 audit identifies safety improvement works, these shall be funded by the developer to the satisfaction of the Highways Client Officer, unless the identified works are considered unnecessary. The Highways Client Officer should confirm this to the developer in writing.

### **References**

HD19/03 Road Safety Audit - Design Manual for Roads and Bridges: Volume 5, Section 2, Part 2

Chartered Institute of Highways and Transport, Road Safety Audit Guidelines (2008)

### **Appendices**

Appendix A – Safety Review Summary Template

Appendix B – Self Audit Form

## Safety Review Summary

Scheme Ref and Name	
Review Stage	
Scheme Description	
Site Visit	
Documents Reviewed	

Ref	Problem	Recommendation
3.1 (Taken from the information sheet)	<i>E.g. The wall obstructs visibility for pedestrians crossing from east to west at the uncontrolled crossing point. This may lead to pedestrians stepping out and being struck by an oncoming vehicle as it turns left into the road.</i>	<i>E.g. Refer issue back to designer for potential solution</i>

Name of Reviewer (1)

Signature

Date

Name of Reviewer (2)

Signature

Date

Approved by

Signature

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## Safety Review Information Sheet

No.	Item
<b>1</b>	<b>General</b>
1.1	Departures from Standards
1.2	Drainage
1.3	Climatic Conditions
1.4	Landscaping
1.5	Public Utilities
1.6	Access
1.7	Skid Resistance
1.8	Fences and Road Restraint Systems
1.9	Adjacent Development
1.10	Bridge Parapets
1.11	Network Management
<b>2</b>	<b>Local Alignment</b>
2.1	Visibility
2.2	New/Existing Road Interface
<b>3</b>	<b>Junctions</b>
3.1	Visibility
3.2	Road Markings
3.3	Roundabouts
3.4	Traffic Signals
3.5	T, X and Y Junctions
<b>4</b>	<b>Non Motorised User Provision</b>
4.1	Adjacent Land
4.2	Pedestrians
4.3	Cyclists
4.4	Equestrians
<b>5</b>	<b>Road Signs, Carriageway Markings and Lighting</b>
5.1	Signs
5.2	Variable Message Signs
5.3	Lighting
5.4	Carriageway Markings

N.B. This is based on the RSA Stage 3 Checklist (source: HD19/03). Considerations may vary depending on the stage of audit.

**Self Audit Form****Date of Audit****Scheme****Audit Stage**

Road User	Problem	Recommendation
Pedestrians		
Cyclists		
Motorcyclists		
Bus		
Car		
HGV		
Children		
Elderly		
Visibly or Mobility Impaired		

If any items remain unresolved, or there are any queries over the level of audit, the scheme should be reviewed by the Highways Client Officer.

I confirm that the safety of all road users has been considered and that suitable mitigation measures have been put forward for design.

Name:

Signed:

Approved: