



# **HIGHWAY RISK MANAGEMENT INSPECTION CODE OF PRACTICE**

A Guide to Highway Policies & Procedures

June 2018

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## **1.0 Introduction**

A key requirement of a local highway authority is to ensure that their highway network is safe and convenient for the movement of people and goods. The main purpose of highway maintenance is to deliver a safe, serviceable and sustainable network. This needs to contribute to the wider objectives of asset management, integrated transport, corporate policy and continuous improvement.

The objectives of highway maintenance can be grouped under the following headings;

### **Network Safety**

- i) Complying with statutory obligations
- ii) Meeting users' needs

### **Network Serviceability**

- i) Ensuring availability
- ii) Achieving integrity
- iii) Maintaining reliability
- iv) Enhancing quality

### **Network Sustainability**

- i) Minimising cost over time
- ii) Maximising value to the community
- iii) Maximising environmental contribution

## **1.1 Maintenance Practice**

The UK Roads Liaison Group's; 'WELL-MANAGED HIGHWAY INFRASTRUCTURE: A CODE OF PRACTICE', October 2016, recognises that maintenance types contribute in varying degrees to the core objectives of safety, customer service, serviceability and sustainability.

## **1.2 Scope of Highway Maintenance**

Highway Maintenance is a wide ranging function, including the following general types of activity:

- Reactive Maintenance; responding to inspections / reports, complaints or emergencies.
- Routine Maintenance; scheduled inspections / surveys or activities providing works or services to a regular consistent schedule e.g. patching works, gully cleansing etc.
- Programmed Maintenance; providing larger schemes primarily of resurfacing, reconditioning or reconstruction, street lighting 'bulk change and clean' to a planned schedule.

- Regulatory Maintenance; inspecting and regulating the activities of others e.g. statutory undertakers. In Tameside this is undertaken by the Traffic Manager under the GMRAPS (Greater Manchester Road Activities Permit Scheme) system.
- Winter Services; providing gritting and clearance of snow and ice.

This policy document, in the main, centres on;

Reactive Maintenance and Routine Maintenance.

Other policy documents are available and cover, for example, Street Lighting, Winter Services etc.

The new Code of Practice, Well Managed Highway Infrastructure (WMHI), published on 28 October 2016 recommends;

*'In the interest of route consistency for highway users, all authorities, including strategic, local, combined and those in alliances, are encouraged to collaborate in determining levels of service, especially across boundaries with neighbours responsible for strategic and local highway networks'.*

Accordingly, the 10 highway authorities of Greater Manchester have cooperated and a framework document has been produced that gives due regard to all council highway duties that reflect the recommendations from the WMHI. The framework document is itemised on the agenda for the Greater Manchester Combined Authority (GMCA) Highway Claims Benchmarking Group, for the purpose of continual review and improvement.

The WMHI recommends changing from reliance on specific guidance and recommendations in the previous codes to a risk-based approach determined by each highway authority. The Council's frequency of inspection and specific investigatory levels are based on the appropriate risk, functionality and usage of the highway.

### **1.3 The need for Highway Risk Management Inspections**

Under Section 41 of the Highways Act 1980, Tameside MBC has a statutory duty with regards to highways maintainable at public expense. Neglecting this duty can lead to claims against the council for damages resulting from a failure to maintain the highway. Under Section 58 of the Highways Act 1980, 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 of the highway to which the action relates was likely to cause danger to users of the highway".*

This means that highway authorities have to show that they carry out Highway Risk Management Inspections in accordance with their policies and national guidance. Highway Risk Management (Safety) Inspection reports are part of the evidence used to show that the highway authority has acted reasonably.

Section 58 of the Highways Act also says;

*“The court shall in particular have regard to*

- a) The character of the highway and the traffic which was reasonably to be expected to use it;*
- b) The standard of maintenance appropriate for a highway of that character and used by such traffic;*
- c) The state of repair in which a reasonable person would have expected to find the highway.”*

Case history demonstrates that highway authorities should also record customer reports of highway defects, however not all defects which the authority becomes aware of either by inspection or customer report need to be repaired. Data from the highways record system Symology’s ‘Insight Enterprise’ system may be used as evidence to show that the highway authority has acted reasonably.

The Symology Insight Enterprise system provides a single database for the recording and tracking of customer enquiries, the management of routine highway risk inspections, register of Utility openings, asset inventory and management and works ordering.

## **1.4 Scope of this document**

This document contains details of policies for inspections and procedures related to the general operational activities in the **Risk Management of Highway Infrastructure, in particular highway surfaces**. It contains details of the measures undertaken by Tameside Metropolitan Borough Council (MBC) to ensure the safety of users of the highway. This is achieved through a variety of repairs and maintenance regimes, together with comprehensive planned and ad-hoc inspections of adopted highways, linked to a prioritised programme of remedial works.

Each year, the Council allocates its financial resources with due consideration to strategic aims and priorities. The highway maintenance budget is one area of allocation, which is split into a number of service delivery areas each with a dedicated budget. Tameside MBC recognises that the safety of highway users is paramount and has an allocated budget for undertaking urgent repairs identified during safety inspections and customer reports within target response times.

This policy document has been written to clearly set out Tameside MBC's standards and operational processes with regard to the delivery of highway inspections and repairs. The standards we have set out are proportional to ensure we provide an effective and deliverable service that is sustainable with the resources available. Recent financial challenges and the expectation of the need for further year on year efficiencies has resulted in the examination of our services to ensure we remain focused on key areas such as inspections and repair to our highway network.

The Tameside MBC has a team of officers, specially trained to undertake risk management safety inspections and deal with the management of the highway network on behalf of the Borough.

## **2.0 Inspections**

Inspections undertaken by the Highway Service can be categorised in two main areas;

- Risk Management Inspections - Routine and Reactive
- Structural Condition Surveys.

### **2.1 Risk Management Inspections**

#### **2.1.1 Risk Management Inspections – Routine**

Routine Risk Management Inspections are carried out at specified frequencies dependant upon the hierarchy category and associated factors of each highway, or section of highway. Tameside MBC has identified hierarchy categories for roads and footways. These, as a minimum, reflect the

hierarchies set out in the Code of Practice, and in a number of locations, to a higher standard – set out in the tables below. During inspection, defects which meet or exceed minimum investigatory levels outlined in this document, are identified and passed for repair.

Investigatory levels are described in Table 6 and have been determined on Codes of Practice and case law.

Risk Management Inspectors also identify defects which are passed to other bodies, for example:

- Defective Utility Apparatus (e.g. water stop tap boxes)
- Defective Utility Trenches
- Overhanging Vegetation
- Trees obscuring Street Signs and Lights
- Unsafe Walls / Buildings etc.

### **2.1.2 Risk Management Inspections – Reactive**

These inspections are usually in response to a complaint by a member of the public or an Officer of the Council seeing an issue on or in the highway. These are responded to by the Risk Management team during normal working hours, or by the out of hours 'Call Out Engineer' at other times.

Response times for undertaking repairs or making safe an area by cordoning off etc. are detailed in Table 7.

## **2.2 Structural Condition Inspections**

Separate surveys are undertaken to record the overall condition of roads and footways. This information is used to identify sections of the highway network where planned maintenance works should be considered.

The condition of the carriageway network is determined by a series of surveys carried out by independent, accredited contractors. The type and frequency of survey is dependent on the classification of the carriageway; for Classified Roads a SCANNER (Surface Condition Assessment of National Network of Roads) survey is carried out on 50% of the network annually (in one direction of the full network) giving 100% coverage over two years. For Unclassified Roads, a Coarse Visual Inspection (CVI) is carried out on 25% of the network annually (giving 100% coverage over four years).

The SCANNER survey is a driven inspection at traffic speed, that uses automated road condition survey machines to measure a range of condition parameters including ride quality, rutting depth, intensity of cracking, texture depth and edge condition.

CVI surveys are driven inspections at low speed where an accredited surveyor identifies and manually records the road surface condition.

For footways, a borough wide Footway Network Survey (FNS) was undertaken in 2017.

Survey results are recorded in the Council's highway asset register.

### 3.0 Hierarchy of Network and Inspection Frequency

The Code of Practice defines hierarchy categories for footways and carriageways – these are detailed below. These are seen as minimum standards and many footways and roads in Tameside are categorised to a higher hierarchy and inspection frequency.

All the adopted highways have been assigned a carriageway, footway or cycleway hierarchy in accordance with WmHI Code of Practice.

The tables below detail examples of factors considered when assigning network hierarchies. Other factors may also be pertinent.

The Council's frequency of inspections is based on risk, functionality and usage. Road category hierarchy, in combination with known use, are the main determinant of inspection frequency. Reviews will be undertaken on a five year cycle by competent staff on a group basis. Should there be significant changes to the networks e.g. major housing or commercial developments, consideration with regards to hierarchy and frequency will be undertaken at the time of completion of the development.

The Tables below show the inspection hierarchy and frequency based on *Greater Manchester Combined Authority – Highway Safety Inspection Framework 2018*.

#### 3.1 Footways Table 1 Footway Hierarchies

Category Name	Description
Prestige Walking Zones	Very busy areas of towns and cities with high public space and streetscene contribution.
Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes.
Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.
Link Footways	Linking local access footways through urban areas and busy rural footways.
Local Access Footways	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.
Minor Footways	Little used rural footways serving very limited number of properties



**Table 2 - Hierarchy and Inspection Frequency - Footways**

Footways / (Road Category)	Prestige Walking Zones (Core Town Centres)	1(a)	1 month
	Primary Walking Routes (Town Centres)	1	1 month
	Secondary Walking Routes (Strategic, Main Distributor, Secondary Distributor)	2	3 months
	Link Footways (Link Road)	3	3 months
	Bus Routes, major medical centres and Shops' Frontages *Also; 12 month inspection streets which result in an average of three or more repairs being required per 100m per annum, over a rolling three year period	-	6 months  6 months
	Local Access Footways (Local Access Road) Minor Footways (Minor Road)	4	12 months *  12 months *
	Highway Steps Areas of recorded historic vandalism / damage (Ridge Hill, Johnson Brook Road) All others	-  -	1 month  12 months

**\*12 month inspections;**

For roads and footways categorised as having a 12 month inspection frequency, annual reviews are undertaken. Streets found to be resulting in an average of three or more repairs being required per 100m per annum, over the previous three year period, are moved to a six month inspection frequency. Discussions are also held with Planned Maintenance Engineers, to determine if more extensive works, e.g. resurfacing should be considered.

**Notes**

1, Month inspections - aim is to undertake one week plus or minus of date of scheduled inspection. Other inspections will be within a period of two weeks plus or minus of due date.

2, Inspection frequencies can be amended when changes to the network occur e.g. new roads or permanent closures / restricted etc.

### 3.2 Carriageways

**Table 3 Carriageway Hierarchies**

<b>Category</b>	<b>Type of Road General Description</b>	<b>Description</b>
Motorway	Limited access motorway regulations apply	Routes for fast moving long distance traffic. Fully grade separated and restrictions on use.
Strategic Route	Trunk and some Principal 'A' roads between Primary Destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and parked vehicles are generally prohibited.
Main Distributor	Major Urban Network and Inter-Primary Links. Short - medium distance traffic	Routes between Strategic Routes and linking urban centres to the strategic network with limited frontage access. In urban areas speed limits are usually 40 mph or less, parking is restricted at peak times and there are positive measures for pedestrian safety.
Secondary Distributor	Classified Road (B and C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In residential and other built up areas these roads have 20 or 30 mph speed limits and very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking is generally unrestricted except for safety reasons. In rural areas these roads link the larger villages, bus routes and HGV generators to the Strategic and Main Distributor Network
Link Road	Roads linking between the Main and Secondary Distributor Network with frontage access and frequent junctions	In Rural areas these roads link the smaller villages to the distributor roads. They are of varying width and not always capable of carrying two way traffic. In urban areas they are residential or industrial interconnecting roads with 30 mph speed limits random pedestrian movements and uncontrolled parking.
Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas these roads serve small settlements and provide access to individual properties and land. They are often only single lane width and unsuitable for HGVs. In urban areas they are often residential loop roads or cul-de-sacs.
Minor Road	Little used road serving very limited numbers of properties	Locally defined road


Motorways and Trunk Roads are the responsibility of *Highways England* and therefore do not form part of the Risk Management Inspection regime.

**Table 4 – Hierarchy and Inspection Frequency - Carriageways**

Feature	Category	Reference	Frequency
Carriageways	Strategic Route	2	1 month*
	Main Distributor	3(a)	1 month*
	Secondary Distributor	3(b)	1 month*
	Link Road	4(a)	3 months
	Bus Routes and Shops' Frontages *Also; 12 month inspection streets which result in an average of three or more repairs being required per 100m per annum, over a rolling three year period	-	6 Months  6 Months
	Local Access Road	4(b)	12 months *
	Minor Roads	4(b)	12 months *

**\*Carriageway monthly inspections;**

Carriageway monthly inspections are carried out utilising the following pattern;

- 1 Walked
  - 2 Driven
  - 3 Driven  
Repeat
- 

**\*12 month inspections;**

For roads and footways categorised as having a 12 month inspection frequency, annual reviews are undertaken. Streets found to be resulting in an average of three or more repairs being required per 100m per annum, over the previous three year period, are moved to a six month inspection frequency. Discussions are also held with Planned Maintenance Engineers, to determine if more extensive works, e.g. resurfacing should be considered.

**Notes**

1, Monthly inspections - aim is to undertake one week plus or minus of date of scheduled inspection date. Other inspections will be within a period of two weeks plus or minus of due date.

2, Inspection frequencies can be amended when changes to the network occur e.g. new schools, roads permanently closed or restricted etc.

### 3.3 Cycling Features

**Table 5 Hierarchy and Inspection Frequency – Cycling Features**

Feature	Category	Reference	Frequency
Cycle Facilities	Cycle Lanes and Advanced stop boxes - Part of Carriageway	A	Same as for carriageway
	Shared Cycle/Footway – a route for cyclists not contiguous with the public footway or carriageway or a shared cycle/pedestrian path	B	Annual or same as for footway
	Cycle Tracks (surfaced) - Not on street	C	Annual

**Notes**

1, Monthly inspections - aim is to undertake one week plus or minus of date of scheduled inspection date. Other inspections will be within a period of two weeks plus or minus of due date

### 4.0 Defect Investigatory Levels

This section of the document sets out the investigatory levels and operational processes that are considered to be appropriate and reasonable based on case law and Codes of Practise.

Table 6 below lists the Defect Investigatory levels that would trigger a repair unless an Inspector considers that the risk at a particular location to be low;

e.g. for footways; directly in front of a property wall where it is unlikely it would cause a hazard. For carriageways, within 100mm of the kerb face etc.

At locations where an inspector assesses there is higher than average use by vulnerable pedestrians (e.g. the elderly, school children, mobility impaired) at access points to hospitals, schools, care homes, the Inspector has discretion to apply 'Core Town' investigatory levels.

**Table 6 Defect Investigatory Levels**

Footway investigatory level –Core Town Centres	20mm
Footway investigatory level – general	25mm
Carriageway investigatory level –Core Town Centres	30mm
Carriageway Investigatory level - general	40mm
Cycling Features (All)	25mm
<p><b>Kerbs</b></p> <p>Kerbs at designated pedestrian crossing points – same as footway investigatory levels.</p> <p>Uneven or damaged kerbs, or kerbs where the rear face is exposed due to the adjacent footway being depressed (e.g. traffic over running), on a straight stretch of footway, are not considered defects unless the damage is classed as severe.</p> <p>Kerbs around tree pits are to be classed as street furniture and not a defect unless laterally displaced into the footway walking area.</p>	

**Notes**

- 1, At identified carriageway pedestrian crossing points, the carriageway surface will have the same investigatory level as the adjoining footway.

**5.0 Methodology of Inspections**

Planned Risk Management Inspections are carried out on foot and defects are noted on a hand held Data Capture Device (DCD) or recorded in a note book. It is normal practice that the inspector walks down one side of the street inspecting the footway and to the centre line of the carriageway. The Inspector then walks down the opposite side of the street and inspects the footway and to the centre line of the carriageway and logs defects.

Walked Risk Management Routine Inspections are optimised to ensure that both footways and carriageways are inspected at the same time i.e. to whichever is the higher frequency.

For roads identified as being inspected on a one month frequency, the pattern of; Month 1 – walked, Month 2 – driven, Month 3 – driven is followed and repeated.

Driven carriageway inspections shall be carried out utilising a driver (albeit more often than not they will be a trained highway inspector) and a highway inspector. The driver shall be responsible for driving and the highway inspector will be responsible for carrying out the inspection.

Within Tameside, there are a small number of roads where no walked inspections are carried out. These inspections are driven in the interest of the safety of the Risk Inspector due to the nature and layout of these roads.

## **5.1 Inspection Vehicle**

The inspection vehicle used for the driven highway safety inspections will be an appropriate vehicle for the task so it can be driven safely at low speeds to facilitate a driven carriageway inspection of the highway and having due regard to minimising inconvenience to other road users.

## **5.2 Defect Classification**

Defects are generally classified into one of two categories:

**5.2.1 Category 1** - those that require prompt attention because they represent an imminent hazard or because there is a risk of short-term structural deterioration. Category 1 defects will be attended to within 24 hours.

Inspectors may determine a defect requires emergency steps to remove danger (that may be repair works or closing an area with barriers). In these circumstances, a two hour response time is applied.

**5.2.2 Non Category 1 defects** - Response times are shown in Table 7 below;

**Table 7 – Defect Response Times**

Consequence / Likelihood	Negligible (1)	Low (2)	Medium (3)	High (4)	Severe (5)
Negligible (1)	1	2	3	4	5
V Low (2)	2	4	6	8	10
Low (3)	3	6	9	12	15
Medium (4)	4	8	12	16	20
Severe (5)	5	10	15	20	25

**Response Times**

	Review at next inspection
	14 Days - Town Centre 28 Days - General Roads
	24 Hours
	2 Hours

\* Irrespective of inspection outcome, an inspector can log roads requiring further visit by 'Planned Maintenance Engineer' where they consider surface the surface may require inclusion in a future works programme.

**5.2.3 Amendment of Response Times**

There maybe times, due to exceptional circumstances e.g. prolonged periods of extreme weather, when response times may need to be revised or suspended. Should this be considered necessary, discussions will be undertaken with the Director of Operations and Neighbourhoods and agreement sought from the appropriate Executive Member before any temporary change to stated response times are introduced.

**6.0 Grass Verges**

When considered necessary, grass verges can be made safe by filling with appropriate material and then referring it to the relevant section for possible further treatment / repair.

**7.0 Car Parks**

**7.1 Introduction**

The Council has 28 (January 2018) Pay & Display car parks in the Borough.

The Council has a responsibility under the Occupiers' Liability Act 1957 to ensure that the premises / land are reasonably safe for people to use.

## 7.2 Safety Inspections

Planned Risk Management Inspections are carried out monthly. During the inspection, defects which exceed the minimum investigation levels set out below, are identified and processed for repair.

The Risk Management Inspectors also identify defects which are passed to other bodies, for example:

- Defective Utility Apparatus (e.g. water stop tap boxes)
- Overhanging Vegetation
- Damaged Litter Bins
- Damaged Signs
- Trees obscuring Street Signs and Lights

### 7.2.1 Criteria & Frequency for Car Parks

Table 8

Surface	Made Surface	Unmade
Frequency	Monthly	Monthly
Investigation level (Surfaced Areas)	25mm	No Set Criteria See Note Below
Response Time (days)	28	No Set Criteria See Note Below

**Note;** On unmade car parks the Inspector makes an assessment of the risk to members of the public taking into consideration the surface material, its condition, the condition of the adjoining area, level of use etc.

## 8.0 Market Grounds

### 8.1 Introduction

The Council has two Market Grounds; Ashton-under-Lyne and Hyde. These locations are considered to be Prestige Walking areas.

The Council has a responsibility under the Occupiers' Liability Act 1957 to ensure that the premises / land are reasonably safe for people to use.

### 8.2 Safety Inspections

Planned Risk Management Inspections are carried out monthly. During the inspection, defects which exceed the minimum investigatory levels set out below, are identified and processed for repair.



The Risk Management Inspectors also identify defects which are passed to other bodies, for example:

- Defective Utility Apparatus (e.g. water stop tap boxes)
- Overhanging Vegetation
- Damaged Litter Bins
- Damaged Signs
- Trees obscuring Street Signs and Lights

## 8.2.1 Criteria & Frequency for Market Grounds

Table 9

	<b>Made Surface</b>
Frequency	Monthly
Investigatory level	20mm
Response Time (days)	14

## 9.0 Public Footpaths & Gulliksen Footways

### 9.1 Introduction

Local Authorities are required to maintain the definitive map of all public rights of way in their area and this can be inspected at the Council's Offices.

The Council has a responsibility under the Countryside and Rights of Way Act 2000, Highways Act 1980, National Parks and Access to the Countryside Act 1949, Wildlife and Countryside Act 1981 and Rights of Way Act 1990.

### 9.2 Urban Rights Of Way / Public Footpaths

Metalled Public Rights of Way in the urban environment are inspected in line with the frequency and investigatory level stated for Local Access Footways.

### 9.3 Rural Rights of Way / Public Footpaths

Within the Tameside MBC area there are 201km of rural definitive public rights of way and 114km of 'Promoted Routes'.

#### 9.3.1 Inspection Prioritisation

#### 9.3.2 Routine Inspections

The following 'Promoted Routes' are inspected once a year to assess overall condition, signing and safety;

- Pennine Bridleway

- Trans Pennine Trail
- Tame Valley Way
- Tameside Trail
- Etherow Goyt Valley Way

All other rural public rights of way will be inspected biennially to assess overall condition, signing and safety.

### **9.3.3 Reactive Inspections**

Reports of defects to the network are prioritised depending on nature of the defect reported and the usage of the route. In normal circumstances the maximum timescale within which a problem will be inspected are listed in the priority categories below;

#### **Category A**

National and Tameside MBC promoted routes  
Routes made up specifically for disabled access  
- within two weeks

#### **Category B**

Links to visitor attractions and other paths known to be well used  
- within one month

#### **Category C**

All other paths  
-within three months

### **9.4 “Gulliksen” Footways**

Footways which satisfy the Gulliksen principles are inspected in line with the frequency and investigatory level stated for Local Access Footways.

The Court of Appeal, in the case of Gulliksen -v- Pembrokeshire County Council, found that a particular footpath on a local authority housing estate was a highway maintainable at public expense pursuant to the provisions of section 38(c) of the Highways Act 1959, which provided that a highway constructed by a borough or urban district council under Part V of the Housing Act 1957 would be a highway maintainable at public expense.

### **10.0 Find & Fix Team**

The objectives of the Find & Fix Team are twofold;

i, to provide a rapid response to reports of urgent highway defects. The team is trained and equipped, to repair most types of defects which occur on the highway. For areas that cannot be fully repaired, they will cordon off the area pending further works.

ii, they are also trained to identify defects they encounter whilst on the network, undertake repairs and record their actions using the ‘see, assess, repair’ approach.

## 11.0 Out Of Hours

The objective of the Emergency Call Out is to deal with urgent out of hours reports. Tameside MBC has a call centre which operates 24 hours a day. There is a rota of Officers available who are contacted by the call centre and will attend urgent reports. Officers dealing with reports will either resolve the issue or arrange for the area to be cordoned-off by means of signs, barriers, cones etc.

There are many types of such reports for example;

**Footway or carriageway collapses** – these are made safe by barriers and coned off and the relevant Officer informed the following working day.

**Potholes**- these can be repaired by using cold lay bitumen material.

**Lamp Columns that are knocked down**- a dedicated team can be called out to deal with these (street lighting operatives).

**Street Lamp Column - Access Doors / Panels Open** – these are re-banded and secured.

**Utility Trenches** – these are made safe by barriers and cones and the Utilities are notified.

**Dangerous Skips** – cones are placed around the skip and if possible the company is notified immediately. If the company cannot be notified they are contacted the following day.

## 12.0 Training

We recognise that Risk Management staff should undertake the appropriate training and support e.g. City and Guilds 6033 – Units 301 and 311.

### **Make up of training includes;**

- Manager inductions and briefings
- Work shadowing
- Highway related training modules contained within the City & Guilds training scheme; Units 301 and 311
- On-site staff monitoring
- Team meetings
- Staff Development Reviews

- External courses of relevance to post.

### **13.0 Conclusion**

This Code is an important element of the Council's policy in identifying and minimising risk on the public highways within the borough and thereby enabling the Council to fulfil its duty under The Highways Act 1980.

Implementation of the code will reduce the risk of injury to users of the highway and other assets with regards to the Council's exposure to claims in respect of such injuries or damage.

It is therefore essential that the procedures outlined within the Code are strictly complied with.