

## **APPENDIX 1**

### **Highway Risk Management Policy**

**Tameside Metropolitan Borough Council**

**April 2024**

## Document Control

Rev.	Purpose	Originated	Checked	Authorised	Date
V1	Update of Highway Risk Management Inspection Code of Practice.	SG			June 2018
V2	First Issue – update of Highway Risk Management Code of Practice.	AH	SG / LF		12/12/2023
Final	Final Version.	SG	AH	LH	30/04/2024
	Consultees: <ul style="list-style-type: none"> <li>• Head of Engineering Services</li> <li>• PROW</li> <li>• Asset Management</li> <li>• Design team</li> <li>• Greenspace</li> <li>• Markets</li> <li>• Head of Major Programmes</li> <li>• Insurance team</li> <li>• Parking Services</li> </ul>				

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## **1. Introduction**

- 1.1 Tameside Council recognises the importance of its highway infrastructure and how an effectively maintained and managed highway network contributes to the successful delivery of the council's Corporate Plan by delivering "*modern infrastructure and a sustainable environment that works for all generations and future generations*".
- 1.2 This document replaces the Highway Risk Management Inspection Code of Practice dated June 2018. The update remains in line with the recommendations in "Well Managed Highway Infrastructure – A Code of Practice" which was published in October 2016, and became active on 1 October 2018.
- 1.3 The Highway Risk Management policy sets out how the council will manage and risk assess the day to day routine maintenance of its highways to fulfil its statutory obligations and deliver a safe, serviceable and resilient highway network.
- 1.4 The primary aim of this document is to set out the council's approach to highways risk management including the inspection regime, service standards, operational processes and repairs.

## **2. Highway Risk Management Function**

- 2.1 As highway authority, the council has a statutory duty to maintain, operate and improve the highway network on behalf of all its customers.
- 2.2 The Highway Risk Management team are located in the council's Engineering Service within the Place Directorate.
- 2.3 The team comprises of a number of specially trained officers who complete routine risk management safety inspections throughout the borough on a daily basis. The team also responds to reports of defects on the highway infrastructure.
- 2.4 The Risk Management team are an essential council service which is one of the most visible services within the council. As such stakeholder's satisfaction with the highway service often align with perceptions of the council as a whole.

## **3. Highway Related Claims**

- 3.1 The council treats any request for compensation for Injury or Damage to property or persons as an Insurance claim. These claims are managed in house by the Highway's Claim team that is based within Engineering Services.
- 3.2 Highway claims are those that are classed as occurring on the adopted roads / highways / car park surfaces that exist within the council boundaries. This would include potholes or slip / trips or damage caused to property caused by roots from Highway trees.
- 3.3 Some roads / pavements are not adopted by the council. In this instance, any claims occurring on un-adopted roads or pavements are managed by the council's Insurance Team.

#### 4. Highway Maintenance

4.1 A key requirement of a local highway authority is to ensure that the highway network is safe and convenient for the movement of people and goods.

4.2 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.

4.3 The objectives of highway maintenance can be grouped under the following key headings:

Network Safety	<ul style="list-style-type: none"> <li>• Complying with statutory obligations</li> </ul>
Network Serviceability	<ul style="list-style-type: none"> <li>• Meeting users' needs</li> <li>• Ensuring availability</li> <li>• Achieving integrity</li> <li>• Maintaining reliability</li> <li>• Enhancing quality</li> </ul>
Network Sustainability	<ul style="list-style-type: none"> <li>• Minimising cost over time</li> <li>• Maximising value to the community</li> <li>• Maximising environmental contribution</li> </ul>

4.4 Highway maintenance is a wide ranging function involving the following 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 and gully cleansing.
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 Management team under the Greater Manchester Road Activities Permit Scheme (GMRAPS).
Winter Services	Providing gritting and clearance of snow and ice.

4.5 The focus of this document is on reactive and routine maintenance.

4.6 The Code of Practice, Well Managed Highway Infrastructure (WMHI), which replaced the previous code on 1 October 2018, makes the following recommendation:

*'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'.*

- 4.7 Accordingly, the 10 highway authorities of Greater Manchester have co-operated and a framework document has been produced that gives due regard to all council highway duties that reflect the recommendations from the WMHI.
- 4.8 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.

## **5. Highway Risk Management Inspections**

- 5.1 Under Section 41 of the Highways Act 1980, the council has a statutory duty to maintain 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.
- 5.2 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*".
- 5.3 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.
- 5.4 Section 58 of the Highways Act also states that the court shall in particular have regard to the:
- a. character of the highway and the traffic which was reasonably to be expected to use it;
  - b. standard of maintenance appropriate for a highway of that character and used by such traffic;
  - c. state of repair in which a reasonable person would have expected to find the highway.
- 5.5 Case history demonstrates that highway authorities should 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.
- 5.6 Data from the highways record system named - Symology Insight Enterprise system may be used as evidence to show that the highway authority has acted reasonably.
- 5.7 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 orders.

## **6. Types of Risk Management Inspections**

- 6.1 Inspections undertaken can be categorised in two main areas:

- Routine (scheduled inspections)
- Reactive (inspections in response to reports).

**a. Risk Management Inspections – Routine**

- 6.2 Routine risk management inspections are carried out by the Highways Risk Management team at specified frequencies dependent upon the hierarchy category and associated factors of each highway or section of highway.
- 6.3 The council 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. The hierarchy and inspection frequencies are set out in **Appendix 1 to 4**.
- 6.4 During inspection, defects which meet or exceed minimum investigatory levels outlined in this document would be risk assessed on site and a decision would be made whether to repair the defect or not.
- 6.5 Investigatory levels are described in **Table 8.1** and have been determined on Codes of Practice and case law.
- 6.6 Risk Management Inspectors also identify defects which are passed to other parties, 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.

**b. Risk Management Inspections – Reactive**

- 6.7 This type of inspection is generally in response to a report by a member of the public or an officer of the council identifying an issue on the highway. These are responded to by the Risk Management team during normal working hours, or by the out of hours 'Emergency Call-Out Engineer' at other times.
- 6.8 Reactive inspections of reported defects on the network are triaged and prioritised depending on the description of the defect. Reports will be inspected on site within a maximum of 5 working days.
- 6.9 When reports are received the day before the offices will be closed for weekends or bank holidays, reports will be triaged to ensure issues are investigated urgently.
- 6.10 Response times for undertaking repairs or making safe an area by cordoning off are detailed in **Table 10.2**.

**7. Hierarchy of Network and Inspection Frequency**

- 7.1 The Code of Practice defines hierarchy categories for footways and carriageways which are detailed in **Appendix 1 to 4**. These are seen as minimum standards and many footways and roads in the borough are categorised to a higher hierarchy and inspection frequency.

- 7.2 All the adopted highways have been assigned a carriageway, footway or cycleway hierarchy in accordance with WMHI Code of Practice.
- 7.3 **Appendix 1 to 4** provide examples of factors considered when assigning network hierarchies.
- 7.4 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.
- 7.5 Reviews are 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, due consideration will be given to the hierarchy and frequency at the time of completion of the development.
- 7.6 **Appendix 3** sets out the carriageway inspection hierarchy and frequency based on Greater Manchester Combined Authority – Highway Safety Inspection Framework 2018.

**8. Defect Investigatory Levels and Process**

- 8.1 **Table 8.1** sets out the investigatory levels that are considered to be appropriate and reasonable based on case law and Codes of Practice.
- 8.2 If a defect is assessed and the Defect Investigatory level is reached, the decision to carry out a repair or not would be determined by an on-site risk assessment, using the risk matrix shown in **Table 10.1** (e.g. if a defect reaches the investigation level, but is in a location where the likelihood that anyone could come into contact with it is low – it will not be identified for repair at the time of the inspection).
- 8.3 At locations where an Inspector assesses there is higher than average use by vulnerable pedestrians e.g. elderly, school children, mobility impaired at access points to hospitals, schools, care homes, the Inspector has discretion to apply 'Core Town Centre' investigatory levels.

**Table 8.1 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

- 8.4 The following should be noted:  
 At identified carriageway pedestrian crossing points, the carriageway surface will have the same investigatory level as the adjoining footway.  
 Where a road has a carriageway but no footway, the first 1.5m in from the edge of the carriageway will be subject to the Footway Investigatory levels set out in **Table 8.1**.
- 8.5 The following is a summary of the exclusions to **Table 8.1**:
  - a. **Kerbs**  
 Kerbs at designated pedestrian crossing points will be subjected to the footway investigatory levels set out in Table 8.1.

Uneven or damaged kerbs, kerbs where the rear face is exposed due to the adjacent footway being depressed, or any other kerb defect which is on a straight stretch of footway away from a designated crossing point, will not be identified for repair unless the damage is classed as severe.

Kerbs around tree pits are to be classed as street furniture and are not identified for repair unless laterally displaced into the footway walking area.

**b. Ancient Highways**

Ancient Highways are not subject to the investigatory levels set out in **Table 8.1**. Any works ordered after an inspection will make the surface safe and will not be aimed at upgrading the overall condition or construction of the road.

**c. Tree Root Disruption to Footways**

Tree root disruption to footways is not subject to the footway investigatory levels set out in investigatory levels set out in **Table 8.1**.

Tree roots produce peaks and troughs in the surrounding surface and not vertical tripping edges. There is inevitably some degree of tree root disruption around the base of most trees, and a defect will only be identified for repair when the disruption to the footway surface is assessed as being dangerous.

**d. Gaps in Flagged Footways**

Where flags have slipped or moved, resulting in a gap between flags, repairs will not be ordered unless the gap is in excess of 75mm.

Where the gaps have been naturally filled in over time by vegetation and compacted detritus, no repairs will be ordered unless the difference in levels between the flags meets the footway investigatory levels set out in **Table 8.1**.

**e. Conservation Areas and Areas with Heritage Paving**

Some roads/areas in the borough are constructed in natural stone flags, setts or cobbles and their surfaces have not been upgraded using modern surfacing materials. Due to the naturally uneven nature of these historic materials, it is not possible to apply the investigation levels set out in **Table 8.1** to these roads / areas.

These roads / areas are inspected in line with the frequencies set out in the plan and repairs are ordered if defects are assessed as being dangerous. These roads / areas include, but are not limited to, St Michaels Square, Ashton-under-Lyne and Cocker Hill, Stalybridge.

**f. Grass Verges**

Due to the ever-increasing number of vehicles parking on residential streets, vehicle override of grass verges is unavoidable. Where grass verges are repeatedly damaged by vehicle override or parking, repairs to the verges are not normally carried out.

**9. Methodology of Inspections**

9.1 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.

9.2 It is normal practice for Inspectors to walk 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.

- 9.3 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.
- 9.4 For roads identified as being inspected on a one month frequency the pattern which is repeated throughout the year is:
- Month 1 - walked
  - Month 2 - driven
  - Month 3 - driven
- 9.5 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.
- 9.6 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.
- 9.7 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.

## 10. Defect Classification

- 10.1 Defects that require urgent attention are generally classified as either an emergency or a Category 1 defect.
- 10.2 Emergency defects: Inspectors may determine a defect requires immediate, emergency steps to remove danger (for example repair works or closing an area with barriers). In these circumstances a two hour response time is applied.
- 10.3 Category 1 defects: Those that require prompt attention because they represent a significant hazard or because there is a risk of short-term structural deterioration. Category 1 defects will be attended to within 24 hours.

### Non-Emergency / Category 1 Defects

- 10.4 Defect assessment and response times are shown in **Tables 10.1 and 10.2** below:

**Table 10.1 Risk Matrix – Defect Assessment**

Consequence / Likelihood	Negligible (1)	V Low (2)	Low (3)	Medium (4)	High (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

**Table 10.2 Response / Times**

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

10.5 Irrespective of inspection outcome, an inspector can log roads requiring a further inspection by the Highway maintenance team where they consider the surface may require inclusion in a future works programme.

**11. Amendment of Response Times**

11.1 There may be times, due to exceptional circumstances e.g. prolonged periods of extreme weather, when response times need to be revised or suspended.

11.2 Should this be considered necessary, discussions will be undertaken with the Director of Place and agreement sought from the appropriate Executive Member before any temporary change to response times are introduced.

**12. Other Inspections**

**Car Parks**

12.1 The council has a number of Pay & Display car parks across the borough and it has a responsibility, under the Occupiers' Liability Act 1957, to ensure that the premises / land are reasonably safe for people to use.

12.2 Planned risk management inspections are carried out on a monthly basis. During the inspection, defects which exceed the minimum investigation levels set out below, are identified and processed for repair.

12.3 The criteria and frequency of risk management inspections of council owned car parks is set out in **Table 12.1** below.

**Table 12.1 Criteria and Frequency – Car Parks**

	<b>Made Surface</b>	<b>Unmade</b>
Frequency	Monthly	Monthly
Investigation level (surfaced areas)	25mm	No set criteria – see 11.4 below
Response Time (days)	28	No set criteria

12.4 Unmade car parks are not subject to the same investigatory levels as car parks with a made surface, shown in **Table 12.1**. Any works ordered after an inspection will be carried out to make the surface safe and will not be aimed at upgrading the overall condition or construction of the car park.

12.5 The Risk Management Inspectors also identify defects which are passed to other parties – for example:

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

### **Market Grounds**

12.6 The council has two permanent Market Grounds in Ashton-under-Lyne and Hyde. Both locations are considered to be Prestige Walking areas.

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

12.8 Planned risk management inspections are carried out on a monthly basis. During the inspection, defects which exceed the minimum investigatory levels set out below, are identified and processed for repair.

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

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

12.10 The criteria and frequency of risk management inspections of the council's permanent market grounds are set out in Table 12.2 below.

**Table 12.2 Criteria and Frequency – Market grounds**

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

### **Gulliksen Footways**

12.11 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.

12.12 Footways which satisfy the Gulliksen principles are inspected as Local Access Footways, in line with the frequency and investigatory levels shown in **Appendix 1** and **Table 8.1**.

### **Public Rights of Way**

- 12.13 Metaled public rights of way in the urban environment are inspected annually and are subject to the footway investigatory levels set out in **Table 8.1**.
- 12.14 A vast majority of the public rights of way are rural, these are commonly on private land however the council has responsibility for ensuring they are safe and free from obstruction. These are defined by the definitive map and statement.
- 12.15 Within the borough there are a number of promoted routes. The following promoted routes are inspected annually to assess overall condition, signing and safety:
- Pennine Bridleway
  - Trans Pennine Trail
  - Tame Valley Way
- 12.16 All other rural public rights of way will be inspected biennially to assess overall condition, signing and safety. Safety inspections on a rural public right of way would be to identify a clear source of danger to legitimate users. It is expected that users of this type of highway would be wearing suitable footwear and have an awareness of the potentially uneven nature of rural paths.
- 12.17 Reactive Inspections of reported defects on the network are triaged and prioritised depending on the description of the defect and the usage of the route. In normal circumstances the maximum timescale within which a report will be inspected are listed in the priority categories below:
- Category A** - National and council promoted 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.
- 12.18 Regardless of the above categories, defects that pose a hazard to users are assessed by consequence vs likelihood of injury. Where a defect is assessed as needing action, an appropriate contractor will be appointed, and remedial works will be undertaken. Where the risk is determined to be low the defect may be considered for inclusion within a future scheme.
- Cycle Tracks (Cycle Only Footways) and Unadopted Cycle Tracks**
- 12.19 There are an increasing number of cycle facilities being developed in the borough to promote active travel which are being promoted by the council, Transport for Greater Manchester and Sustrans. It is anticipated tracks are for the use of all types of non-motorised wheeled vehicles.
- 12.20 The tracks are inspected annually by pedal bike and are subject to the investigatory level for cycling features in **Table 8.1**.

### **13. Find and Fix Team**

- 13.1 The objectives of the Find and Fix Team are:
- 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 the Find and Fix team will cordon off the area pending further works.

13.2 The team are also trained to identify defects they encounter whilst on the network, undertake repairs and record their actions using the 'see, assess, repair' approach.

#### **14. Out Of Hours Emergency Call Out**

14.1 The objective of the Emergency Call Out is to deal with urgent out of hour's reports.

14.2 The council has a call centre which operates 24 hours a day. There is a rota of officers available who 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 and cones.

14.3 There are many types of 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.
- Footway or carriageway potholes: these will be repaired using a cold lay bitumen material or made safe by barriers.
- Lamp Columns that are knocked down: a dedicated team called out to deal with these (street lighting operatives).
- Street Lamp Column (access doors / panels open): an on call Engineer will attend to make sure the area is made safe.
- Utility Trenches: these are made safe by barriers and cones and the Utilities are notified.

#### **15. Staff Resources - Competence and Training**

15.1 To ensure that inspections, risk assessments and the analysis of the resulting information is valid, appropriate competencies for all staff are required.

15.2 Continued professional development is key to this and is embedded in the annual Learning and Development cycle. The council ensures that the appropriate competency required for asset maintenance and management is identified and that training is provided where necessary. The following is a summary of the key training undertaken:

- Manager inductions and briefings
- Work shadowing
- Risk Management Inspectors will undertake Highway related training modules contained within the City & Guilds training scheme - Units 301 & 311
- On-site staff appraisals via consistency inspections carried out every 4 months
- Team meetings
- Monthly staff performance reviews
- External courses of relevance to post.

## **16. Conclusion**

- 16.1 This document 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.
- 16.2 Implementation of the policy 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 this policy is implemented operationally.
- 16.3 The standards set out in this document are proportional to ensure that the council can provide an effective and deliverable service. Budget pressures and the need for year on year efficiencies has resulted in ongoing examination of our services to ensure we remain focused on key areas of risk to the highway network.

**Footway Hierarchies and Inspection Frequencies**

<b>Feature</b>	<b>Category Description</b>	<b>Category Reference</b>	<b>Frequency</b>
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 required per 100m per annum, over the previous three year period, are moved to a six month inspection frequency. Discussions are also held with the Highways Maintenance team to determine if more extensive works such as resurfacing should be considered.

**Notes**

1. Month inspections – the 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.

## APPENDIX 2

### Carriageway Hierarchies

Category	Type of Road General Description	Description
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 National Highways and therefore do not form part of the risk management inspection regime.


## Carriageway Inspection Frequencies

## APPENDIX 3

Feature	Category Description	Category Reference	Frequency
Carriageway	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 the Highway Maintenance team, to determine if more extensive works, e.g. resurfacing should be considered.

### Notes

1. Monthly inspections – the 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.

**Cycling Features Hierarchy and Inspection Frequencies**

**APPENDIX 4**

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