PERTH & KINROSS COUNCIL

The Environment Service

Environmental and Consumer Services

Road Safety Inspection and Defect Categorisation Policy

Document Information

Title	Perth and Kinross Council - Inspection & Defect Categorisation Policy
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Document History

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POLICY FOR ROAD SAFETY INSPECTIONS AND DEFECT CATEGORISATION

CONTENTS

1. Introduction

1.1 The Roads (Scotland) Act 1984 under section 1, states that "…a local roads authority shall manage and maintain all such roads in their area as are for the time being entered in a list (in this Act referred to as their "list of public roads") prepared and kept by them under this section." – these are commonly referred to as adopted roads and this Policy applies only to these. It should be noted the term "road" includes the footway and verge.

1.2 The new Well-managed Highway Infrastructure - A Code of Practice (October 2016), hereinafter referred to as "The Code", recommends a risk based approach to managing all aspects of the road network inspections of all road elements. The Addendum to this Policy document specifically relates to the procedure for the carrying out of safety inspections, defect identification and repair.

1.3 The establishment of an effective regime of safety inspections is a crucial component of road maintenance in accordance with the Code, and the Society of Chief Officers of Transportation in Scotland (SCOTS) seek to encourage the benefits that will be gained by harmonising such procedures across Scotland.

1.4 The Policy has been developed in partnership with the Roads Authorities associated through Society of Chief Officers for Transportation in Scotland (SCOTS) to focus on safety inspections, categorisation of defects and repairs. Officers across all Scottish authorities recognise the benefits of adopting a common approach with regards to road safety inspections and intervention levels for the repairs to road defects which follow the principles of the code.

1.5 Whilst the implementation of the Policy only applies to adopted roads, the principals contained herein will enable Perth and Kinross Council to manage and maintain similar road assets not contained within their list of public roads, but where the Council has a maintenance responsibility.

1.6 The Policy will provide a consistent methodology for the management of the road network that focuses on the safety of the road network for the travelling public. It is intended that the implementation of this Policy will also allow performance to be monitored and reviewed, implementing any necessary improvements identified through its use.

1.7 This consistent approach will also assist the Council when defending any public liability claim that may be intimated against them.

1.8 The Policy does not relate to the Winter Service, nor reactive response to any other weather emergency.

2. Statement of Policy

2.1 This Policy and addendum defines the standards for safety inspections on public roads in the Perth and Kinross Council area including the nature and priority of response to defects encountered. It is intended to provide a correct and clear process for all staff involved with these inspections to follow.

2.2 The Policy has been developed to ensure safety inspections are carried out in the safest manner possible for road users and inspection staff. The general term 'inspector' has been used to cover all staff involved in the survey process.

2.3 Not all circumstances are specifically covered in this Policy however inspectors are expected to use their own initiative/best judgement in such situations based upon the principals set out in this Policy and the guidance contained within the Operational Addendum and Training Manual.

2.4 Recording details of all inspections promptly, including 'nil returns', together with action taken, is essential as this information would be required in the event of any legal action against the Council for alleged failure to maintain, and its completeness and accuracy will be crucial.

2.5 Perth and Kinross Council has a statutory duty to manage and maintain public roads within the council area. The council is responsible for nearly 2449km of carriageways and over 1253km of footways/footpaths but has finite resources for managing and maintaining these.

2.6 An effective road safety inspection procedure is needed to maximise the safety of road users within the constraints of resources available to the council.

2.7 The council aims to ensure that the safety inspection activity identifies and rectifies hazardous defects on public roads in a timely manner, in line with best practice where reasonable and within available resources.

3. Objectives of safety inspections

3.1 Safety Inspections are designed to identify and repair defects likely to cause danger or serious inconvenience to users of the network or the wider community. Such defects include those that require immediate attention as well as those where the locations and sizes are such that longer periods of response are possible.

3.2 The Safety Inspection regime forms a key aspect of the council's strategy for managing liability and risk.

3.3 The council uses its Safety Inspection process, monitoring information and a regime of proactive maintenance to reduce risk and provide the public with a safer roads network.

3.4 The objectives of safety inspection activity are:

- To minimise the risk of injury and disruption to road users as far as is reasonably practicable
- Provide a regular, structured inspection of the public road network, within available resources
- Deliver a consistent, reliable response to identified defects, within available resources
- Maintain accurate and comprehensive records of inspections and response
- Enable the Council to provide a clear accurate and comprehensive response to claims

4. Principals of Service Delivery

4.1 The safety inspection process is a tool to ensure that our legal responsibilities with regard to the inspection and maintenance of public roads are fulfilled. A robust process allows us to demonstrate this and has the benefit of reducing the number of claims made against the Council, and better defend those which are made.

4.2 Safety inspection and response is one of the most important and highly visible demonstrations of the Council's commitment to its customers and the delivery of its duty of best value. Response times and quality of work are dependent upon effective partnership working between the Road Maintenance Partnership technical staff and our contractors operatives.

4.3 The Council has an obligation to ensure that the inspectors and the staff within the Roads Service are well trained, supported and able to work together effectively as a single organisation. Roles and responsibilities are clearly defined in the Operational Addendum and Training Manual.

4.4 In the case of absence of an inspector due to annual leave or ill health it will be the responsibility of the appropriate Senior Engineer to ensure a suitably trained substitute Inspector undertakes any inspection due within the time frames set down in this manual.

4.5 During periods of extreme weather, the most senior available Road Maintenance officer will make a decision regarding the viability of a safety survey being undertaken - taking into account the availability of staff/operatives and the Council priority in light of the prevailing weather conditions. The Senior Officer should ensure that the safety survey is however carried out as soon as practicable after cessation of the severe weather.

5. Safety Inspections

5.1 Safety inspections identify defects within the road network, including those that are likely to create a danger or serious inconvenience to road users or the wider community and therefore require immediate or urgent attention.

5.2 Safety inspections are normally undertaken by an inspector in a slow moving vehicle however in heavily used urban areas, particularly when inspecting footways, walked inspections will often be required. It may also be appropriate to inspect cycle routes on a bicycle.

5.3 During safety inspections, all observed defects that provide any foreseeable degree of risk to users will be recorded. The degree of deficiency in the road elements will be crucial in determining the nature and speed of response. Judgement will always need to take account of particular circumstances. For example the degree of risk from a pothole depends upon not only its depth but also its surface area, presence of vertical edges and location within the road.

5.4 Items for Inspection

The following are examples of the types of defect which when identified should be assessed and an instruction for repair issued with an appropriate response time specified. The list identified below is not exhaustive.

Carriageway defects such as: -

1 Surface defects and other local defects
2 Abrupt level differences in running surface
3 Edge deterioration of the running surface and other local defects
4 Excessive standing water and water discharging onto and or flowing across the road
5 Blocked gullies and obstructed drainage channels or grips which could lead to ponding or flooding
6 Debris and/or spillages
7 Missing cats eyes
8 Missing or damaged covers

Footway & Cycleway defects such as: -

1 Surface and other local defects
2 Excessive standing water and water discharging onto and or flowing across the foot/cycleway
3 Dangerous rocking paving slabs
4 Large cracks or gaps between paving slabs
5 Missing or damaged covers
6 Debris and or spillages likely to be a hazard

Street Furniture Defects such as:-

1 Damaged safety fencing
2 Damaged parapet
3 Damaged handrail
4 Damaged road structures
5 Damaged boundary fence where animals or children could gain access

Traffic Signs such as:-

1 Missing, damaged or faded regulatory or warning sign or bollard
2 Major sign plate or structural failure
3 Electrically or otherwise unsafe apparatus
4 Damage which may cause a dangerous obstruction to road traffic or other road users

Other Safety Defects:-

1 Badly worn Stop, Give Way or double continuous white line
2 Overhead wires in dangerous condition
3 Sight-lines obstructed by trees and other vegetation,
4 Trees in an apparent dangerous condition, (referred to a specialist officer for comment)
5 Earthslips where debris has encroached or is likely to encroach the road
6 Rocks or rock faces constituting a hazard to road users

6. Frequency of Inspection

6.1 Based on the Code for carriageway and footway hierarchy, the recommended frequencies for inspections are set out in the following tables.

Table 1 – Adopted Carriageway Hierarchy
Urban and residential carriageway inspections will principally be carried out from a car but may be carried out foot, with rural carriageway inspections being carried out from a vehicle.

Carriageway Category	Hierarchy Description	Type of Road General Description	Description
1	Motorway	N/A	N/A
2	Strategic Route	Principal A Roads between Primary Destinations	Routes for fast moving long distance traffic with little frontage access or pedestrian traffic. Speed limits generally in excess of 40mph with few junctions.
3a	Main Distributor	Major Urban Network & Inter-Primary Links. Short to 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 40mph or less.
3b	Secondary Distributor	Classified Roads (B & C Class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions.	In rural areas these roads link the larger villages and HGV generators to the Strategic and Main Distributor Network. In built up areas these roads have 30mph speed limits and high pedestrian activity.
4a	Link Road	Roads linking between the Main & 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 suitable of carrying two-way traffic. In urban roads they are residential or industrial inter connecting roads with 30mph speed limit.
4b	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 single lane and unsuitable for HGV. In residential areas they are residential loop roads or cul-de-sacs.

Table 2 – Adopted Footway Hierarchy

Footway inspections may be carried out either on foot or from a vehicle, but urban footways must be walked at least once per annum. For footways with on street parking adjacent to them, inspection from a vehicle should only be carried out when parking is light.

Category	Category Name	Description
1(a)	Prestige Walking Zones	Very busy areas of town centres with high public space and Streetscene contribution.
1	Primary Walking Routes	Busy urban shopping and business areas and main pedestrian routes.
2	Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.
3	Link Footways / Footpaths	Linking local access footways through urban areas and busy rural footways.
4	Local Access Footways / Footpaths	Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.

Table 3 – Hierarchy Frequency of Inspection

Feature	Description	Category	Frequency
Roads	Strategic Routes	2	Monthly
	Main Distributor / City Centre Car Parks	3(a)	Monthly
	Secondary Distributor	3(b)	Monthly
	Link Road	4(a)	3 Monthly
	Local Access	4(b)	Annually
	All other locations (Carparks)		Not inspected – reactive response only to defects notified
Footways	Prestige Walking Zones	1(a)	Monthly
	Primary Walking Routes	1	Monthly
	Secondary Walking Routes	2	3 Monthly
	Link Footway	3	Annually
	Local Access Footways	4	Annually
			Not inspected – reactive response only to defects notified
Cycle Route	Part of Carriageway		As per associated road
	Remote from road		6 monthly
	Cycle Trails		Not inspected—reactive response only to defects notified

6.2 Additional reactive inspections may be necessary in response to user or community concerns, as a result of incidents or extreme weather conditions, or in the light of monitoring information. These reactive inspections will not be routinely recorded although defect information will be.

6.3 Those assets not contained within the list of public roads and thus not adopted, but which are the responsibility of the Council, are not formally inspected on a planned basis. They will be reactively inspected following notification of a defect, and repairs to defects found will be carried out in accordance with repair regime for defects on the adopted network.

Table 4 - Tolerance between Inspection

Inspection frequency	1 month	3 month	6 month	annual
Tolerance	+/- 7 days	+/- 14 days	+/-28 days	+/-28 days
Max between	36 days	100 days	200 days	392 days

7. Intervention Levels and Response Times

7.1 Inspectors undertaking safety inspections or responding to reported incidents require to use judgement in determining response times to observed or reported defects. The Code recommends that roads authorities adopt a system of defect risk assessment for determining the response times to road defects.

7.2 The defect risk identified through this process have to be evaluated in terms of the significance. This means assessing the likely impact of the defect and the probability of it actually happening. The impact is quantified by assessing the extent of damage likely to be caused as a result. As the impact is likely to increase with increasing speeds, the volume of traffic and category of road are important considerations in the assessment. The probability is quantified by assessing the likelihood of users passing by or over the defect, encountering the risk. As the probability is likely to increase with increasing vehicular or pedestrian flow, the network hierarchy and defect location are consequently important considerations in the assessment.

7.3 The risk based approach to defect categorisation provided within this document therefore takes cognisance of the hierarchy of the road on which a defect presents itself. Response times for which a defect should be repaired or made safe will depend upon: -

1. The depth, surface area or other extent of the defect.
2. The volume, characteristics and speed of traffic.
3. The location of the defect relative to road features such as junctions and bends.
4. The location of the defect relative to the positioning of users, especially vulnerable users, such as in traffic lanes or wheel tracks.
5. The nature and extent of interaction with other defects.
6. Forecast weather conditions, especially potential for freezing of surface water.

7.4 All defects identified therefore require to be evaluated in terms of their significance. This means assessing the likely impact of exposure to the risk and the probability of it actually happening. Having identified a particular risk, the Risk Matrix below will be used as the principle to determine the defect category and response time.

7.5 The Defect and Priority tables in the Operational Addendum use this risk assessment principle and have been populated on the basis of individual defect types. It is these tables which should be used to help assess risk for any defect noted.

Probability → Impact ↓	**Very Low (1)**	**Low (2)**	**Medium (3)**	**High (4)**
Negligible (1)	**1**	**2**	**3**	**4**
Low (2)	**2**	**4**	**6**	**8**
Noticeable (3)	**3**	**6**	**9**	**12**
High (4)	**4**	**8**	**12**	**16**

Response Category	**Cat 4 (No Action – record only)**	**Cat 3 (30 Days)**	**Cat 2 (7 Days)**	**Cat 1 (4 Hours)**
Risk Value	**(1 - 4)**	**(6 – 8)**	**(9 – 12)**	**(16)**

Category 1: Represent a high risk to road users and **should be corrected or made safe at the time of inspection, if reasonably practicable.** In this context, making safe may constitute displaying warning signs and/or coning off to protect the public from the defect. If it is not possible to correct or make safe the defect at the time of inspection, **emergency repairs to make safe should be carried out within 4 hours.** Where practicable, safety defects of this category should not be left unattended until a temporary or permanent repair has been carried out.

Category 2: **Repair within 5 working days.** This allows a more proactive approach to be adopted for those defects that represent a medium risk to road users or because there is a risk of short-term structural deterioration.

Category 3: **Repair within 30 working days.** Defects that require attention because they represent a low risk to road users. This allows defects of this nature to be included into longer planned programmes of work.

Category 4: **Monitor and Review condition** during subsequent planned inspection. Defects in category 4 are not classed as safety defects and are inspected

following 3rd party reporting. Record for insurance purposes and include in future maintenance project as resources permit.

7.6 A working day is defined as any day except Saturday, Sunday or Pubic Holidays.

7.7 Unless advised as high risk defects that are reported will be inspected within 5 working days and the appropriate level of response will be determined using the guidelines set out within this Policy.

7.8 It may not be possible, particularly at certain times of year, to meet target response times, due to pressure on resources. This could, but not exclusively, be due to the high number of defects that can arise in a short period of time after periods of adverse weather, such as prolonged spells of heavy rain or snow, or freeze / thaw conditions. Prolonged periods of adverse weather may also prevent remedial measures being carried out.

7.9 Records of all safety inspections, defects and works instructions issued following inspections shall be documented within an electronic Routine Maintenance System.

8. Defects that are not the Responsibility of the Council

8.1 During an inspection, defects may be identified which are not the responsibility of the Council to repair. The Council does however have a duty of care to the users of the road, therefore the defect must be recorded and the party responsible for the asset must be made aware of the defect. If the defect is identified as a Category 1 defect, it should be made safe either by signing and guarding or by a temporary repair. NOTE – insurers / legal do not consider a cone to be satisfactory safety measure and so a footway board or similar should be laid across the defect.

8.2. Statutory Undertakers' Defective Apparatus

Where defective apparatus belonging to undertakers is identified, the defect must be recorded and the utility contacted (via the Scottish Road Works Register). This is a requirement of separate statutory legislation, the New Roads & Street Works Act 1991 – Code of Practice for Inspections.

Upon the next routine inspection if the defect is still present the utility should be contacted again and given a reasonable period to affect a repair. Thereafter the Council will affect a repair and charge all costs to the utility.

8.3 Defects that are the responsibility of other Third Parties

Where the defect is the responsibility of another party who is not a Statutory Undertaker, for example an adjacent landowner, the defect should be recorded and the landowner contacted with a request to carry out the necessary remedial works within an appropriate period of time. A number of scenarios may arise from an inspection, which are covered by provisions contained within the Roads (Scotland) Act 1984. It may be appropriate to inform the party responsible for the defect / hazard of their responsibilities under the Act.

Some selected examples of the above are;

a. Prevention of danger to road users from nearby vegetation and fences etc. or from retaining walls being inadequate (Section 91)
b. Deposit of mud from vehicles on road (Section 95)
c. Control of flow of water etc. onto roads (Section 99)

8.4 A number of these provisions within the Act allow the Roads Authority to carry out remedial works to address the defect/hazard either immediately or after a suitable period of notice, and further may give powers to recover any expenses reasonably incurred in doing so. The Council will seek to recover expenses in all situations.

8.5 Any decision to undertake such remedial work should not be done without the agreement of a suitably responsible person. In the first instance the preferred option is to have constructive discussion with the responsible party, in order to resolve the issue.

9. Health and Safety

9.1 In general road inspections are carried out from a slow moving vehicle or on foot. However, it would seem logical that if possible cycle routes be inspected by bicycle. In all cases the vehicle should be driven at an appropriate speed to allow any defects to be identified and recorded.

9.2 Inspections are to be conducted in accordance with the Council's procedures for the health, safety and welfare of its employees and others.

As a minimum:

a. All staff engaged in inspections must wear high visibility clothing to BS EN 471 class 3.
b. All vehicles used to carry out inspections shall be liveried to an appropriate standard in accordance with Chapter 8 of the Traffic Signs Manual and all necessary vehicle checks shall be carried out prior to inspections being undertaken.

9.3 Driven safety inspections shall be undertaken by two people on A Class roads where the national speed limit applies. All other inspections can be undertaken by one person ***Note:*** The Council's Lone Working Procedures should be followed when an inspector is undertaking a safety inspection on his/her own.

9.4 When recording defects on the laptop/tablet/pda etc the vehicle must be brought safely to a complete halt. When stopping the vehicle it shall be parked off the live carriageway wherever possible. If this cannot be achieved then there must be clear visibility in both directions and the roof mounted beacon must be switched on. Traffic must not be forced across any continuous solid white centre line.

9.5 If a defect is considered to be a Category 1 defect, full traffic management (TM) should be called for and the safety inspection vehicle should remain in place protecting the public from the hazard, if it is safe for the inspector and travelling public, until TM is in place.

9.6 All inspection vehicles should carry traffic cones as the vehicle capacity will allow. The cones should be kept clean and should be inspected regularly and replaced as necessary.

9.7 In addition to any other equipment they consider necessary, Inspectors should carry a camera to photograph defects, and when available a GPS enabled system to accurately record the location of defects.

10. Monitoring and Review

10.1 Regular monitoring and review of hierarchy, standards, procedures and records is an essential aspect of the system, for a number of reasons:-

- To enable changes in risk to be identified, if necessary, in new standards or procedures
- To enable any uncertainties or problems in responsibilities, procedures or treatments to be discussed and resolved
- To enable actual or potential claims to be reviewed and strategy for defence agreed where appropriate
- To review inspection and response performance and enable any possible improvements or efficiencies to be discussed and introduced.

10.2 All information obtained from safety inspections, together with the nature of response, including nil returns, shall be recorded consistently. The data obtained shall be able to be reviewed independently and in conjunction with other survey information. It shall be stored electronically in the council's electronic system (RMS).

10.3 Service requests, complaints, reports or information from users and other third parties shall also be recorded, along with the outcome of the contact. No call back will routinely occur however the Contact Centre can access the outcome via RMS should the third party call the Council back.

10.4 All inspection records shall include the date, time, weather conditions and the name of the person conducting the inspection.

10.5 The network and its hierarchy is fluid and as a minimum the network shall be reviewed for changes with regard to hierarchy at least every two years.

Changes in the network hierarchy shall be approved by the appropriate Head of Service and may be altered in response to the factors listed below:

- Traffic growth or reduction
- Sections of the network which have a higher than normal level of accidents/claims
- Pedestrian/cyclist growth or reduction
- Sections of the network being promoted as safer routes to school or for leisure use

Change of use to premises adjacent to the road

- Recurring defects of the same nature being identified at a location where non-routine maintenance work is required to resolve the issue
- Non-routine maintenance work carried out to resolve recurring defects identified at a specific location

This Policy will be reviewed every two years and submitted for approval to Council at no more than 5 year intervals.

11. Performance Reporting

The performance of the safety inspection regime is monitored using appropriate indicators which are reported annually to Committee and benchmarked against similar authorities through the SCOTS/APSE benchmarking initiative.

These indicators will be reported through the RMP Board & annually in the Status Report and include :

- the percentage of inspections completed on time with the target 95% which is 5% above the level achieved on average across Scotland
- the number of category 1 defects repaired on time (within 4 hours) with the target 100% due to the risk of imminent loss or injury arising from the defect
- the number of category 2 defects repaired on time (within 5 working days) with the target 100% due to the medium risk arising from the defect
- the number of category 3 defects repaired on time (within 30 working days). The extended period for repair of these low risk defects is so that cost effective 1st time permanent repairs can be programmed which will minimise the need to effect temporary repairs, and potential return visits. An ambitious target of 95% for repair within 30 days and further voluntary PI will be monitored to target repairing 80% of these defects within 20 days
- costs for defect repair will be monitored and compared to industry figures such AA/RAC/ALARM

APPENDIX A:
DEFECT AND PRIORITY TABLES

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 1: Carriageway Defects					
Surface Defect	<40mm	4	4	3	3
	>40mm < 100mm	4	3	2	2
	>100mm	4	3	2	1
Missing ironwork cover	Yes	4	3	2	1
Badly cracked or damaged ironwork	Yes	4	4	3	3
Cracking around ironwork frame	Yes	4	4	3	3
Crowning/ Depression (level difference from surrounding profile of the road)	>40mm	4	3	2	2
Rutting (level difference from surrounding profile of the road)	>40mm	4	4	3	3
Missing / defective skid resistant surfacing	Yes	4	4	3	3
Edge Deterioration outwith running surface	>40mm <100mm	4	3	2	2
	>100mm	4	3	2	1
Displaced metal stud	Yes	4	3	2	1
Missing studs/ reflectors	<20% missing	4	4	4	4
	>20% missing	4	4	3	3
Missing or excessively worn lines/ markings	Stop/Give Way	4	3	2	2
	Double white line	4	3	2	2
	Other	4	4	4	4

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 2: Kerb Defects					
Loose, missing or damaged kerbs	Yes	4	3	2	2
Dislodged kerb	50mm horizontally, 25mm vertically	4	3	2	2

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 3: Other Paved Area Defects (Shared Surfaces/Footway/Path, Cycleway/Path and Car Park Defects)					
Surface Defect	>20mm <50mm	4	3	2	2
	>50mm	4	3	2	1
Missing ironwork cover	Yes	4	3	2	1
Badly cracked or damaged ironwork	Yes	4	3	2	2
Cracking around ironwork frame	Yes	4	4	4	4
Crack, gap or trip	>10mm <20mm	4	4	3	3
	>20mm trip	4	3	2	1
Rocking slabs	>10mm <20mm vertical movement	4	4	3	3
	>20mm vertical movement	4	3	2	1
Crowning/ Depression (level difference from surrounding profile)	>20mm <50mm	4	4	3	3
	>50mm	4	3	2	1

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 4: Debris/ Spillage (and Obstructions)					
Debris/ spillage	Potential danger to pedestrian or road user	4	3	2	1
Obstruction (signage/trees/bushes/hedges etc.)	Potential danger to pedestrian or road user	4	3	2	1

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 5: Signs, Signals and Lighting Defects					
Damaged signal or light fitting or damaged column	Likely to fall	4	3	2	1
	Not dangerous	4	4	4	4
Exposed wires	Yes	4	3	2	1
Missing/ loose cover	Yes	4	3	2	1
Unauthorised sign	Potential danger to pedestrian or road user	4	4	3	2
	Other	4	4	4	4
Missing/ damaged sign face	Regulatory/ Warning signs	4	3	2	2
	Other Signs	4	4	4	4
Obscured	Regulatory/ Warning signs	4	3	2	2
	Other Signs	4	4	4	4

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 6: Safety Fence/ Barrier Defect					
Safety fence/ barrier or guardrail damaged or loose	Potential danger to pedestrian or other road user	4	3	2	1
	Other	4	4	4	4

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 7: Tree/ Hedge Defects					
Loose branch	Potential hazard	4	3	2	1
	Unlikely to fall onto road	4	4	4	4
Overhanging branch <5.5m clearance on road, <2.4m on footway/cycleway	Yes	4	4	4	3
Sight-lines obscured	Yes	4	3	2	2
Other tree/ hedge defect	Potential danger to pedestrian or road user	4	3	2	2
	Other	4	4	3	3

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 8: Drainage Defects & Standing/ Running Water					
Blocked drain, gully or grip	Potential danger to pedestrian or road user	4	3	2	2
	Other	4	4	4	4
Missing gully frame	Yes	4	3	2	1
Broken gully frame/ cover	Potential danger to pedestrian or road user	4	3	2	1
	Other	4	4	3	3
Water discharging onto road or Trash screen/ grid blocked	Potential danger to pedestrian or road user or flooding to property	4	3	2	1
	Primary salting route in winter	4	3	2	2
	Other	4	4	4	4

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 9: Structures Defects					
Parapet damaged	Yes	4	3	2	2
Bridge defect - other	Potential danger to pedestrian or road user	4	3	2	1
	Other	4	4	3	3
Obvious retaining wall problem	Yes	4	3	2	2
Earthworks/ embankment defect	Yes	4	3	2	2

Description	Investigatory Level	Response Category			
		Probability			
		Very Low	Low	Medium	High
Defect and Priority Table 10: Utility Defects					
Utility ironwork	Missing	4	3	2	1
	Badly cracked or damaged	4	3	2	2
	Cracking round frame	4	4	3	3
Other utility defect	Potential danger to pedestrian or road user	4	3	2	1
	Other	4	4	3	3