



John Reid Consultancy Services Ltd

Case Study – Spring 2010

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Carmarthenshire County Council Highway Safety Inspection Regime



John Reid Consultancy Services Ltd has been working closely with Carmarthenshire County Council on this project since 2004, finally bringing it to satisfactory fruition in early 2010.

Highway inspection procedures review.

The Routine Highway Inspection procedures in use by the County in 2004 were documented following a series of consultation visits by John Reid which included discussions with staff at all levels. The current practice was compared with the procedures recommended by the LAA Code of Practice [*Delivering Best Value in Highway Maintenance. Code of Practice for Maintenance Management – July 2001*] and a Gap Analysis Report identifying the differences was produced. Additionally, a Risk Assessment document for consideration by the County was produced containing 15 further recommendations which have since been reviewed and implemented.

'Code of Practice for Highway Safety Inspections in Carmarthenshire'.

Carmarthenshire County Council (CCC) has formalised its highway inspection regime so that it can continue to improve the quality of

service it provides to its customers. The County, complying with its statutory duty to maintain its highways as required by Section 41 of the Highways Act 1980 and for the purpose of Section 58 of the same, undertakes highway safety inspections on all its adopted highways. JRCS Ltd produced a Code of Practice for Highway Safety Inspections which declares their decision to adopt the principles of the Code, with adaptations to fit the particular circumstances in the County. The Code deals specifically with Highway Safety Inspections and was issued in November 2008.



The Code of Practice

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Inspectors Manual

Highway Inspectors Manual.

To complement the Code, a further document to detail the procedures to be adopted by highway inspectors and their managers was produced as a Manual for occasional reference and use when new staff are introduced into the regime.

This Manual relates only to that part of the Highway Inspectors' duties which cover their involvement in the overall highway inspection regime adopted by the County and is restricted to those matters which may be encountered during the various routine inspections. Its purpose is to describe the nature of the highway inspection regime, the method of carrying out inspections and the various other processes involved. It was first issued in 2008 and is subject to regular review by management.

'Notes for Guidance' document.

This document forms an integral part of the overall documentation of the Highway Inspection regime. It is designed for use by Inspectors during an inspection and is intended to be kept in their vehicles for day to day reference.

Training courses for Inspectors.

A series of training courses was prepared and conducted by John Reid in December 2009 and was attended by Inspectors and their immediate supervisors. The purpose of the course was to explain the background to the Safety Inspection regime and cover the details in the 3 documents detailed above. At the end of the course, the attendees sat a simple exam to ensure they understood the main contents. The results of the exam and brief notes of the course content were supplied for inclusion in each Inspector's personal records. These can be produced if required in a claims situation in the future.

Accreditation of Inspectors.

In February 2010, each Inspector was assessed for competence by John Reid who accompanied each one on one of their scheduled Safety Inspections. The procedures they followed regarding the recognition, classification and recording of defects were checked against the requirements of the CCC COP and Manuals together with the response times and actions they recommended for each defect encountered. A certificate of competence was issued for those working in accordance with the requirements. Further assessment and accreditation may be needed in the future for new staff or to ensure that Inspectors are continuing to meet the required standards.

Other work undertaken.

A review of the systems in use with recommendations for the future.
Housing footway condition survey.

*Offering independent advice on
Highway Assessment Surveys and Systems*

