

BCP GROWTH & INFRASTRUCTURE SAFETY AUDIT REQUEST FORM

This Form to be completed by the Design Team when requesting Road Safety Audits (v 4.0 20/10/20)

Appendix I1 – RSA Request Form

PROJECT TITLE/ DESCRIPTION/LOCATION	Scheme Code: JC RSA Ref (MLB Use Only)												
BRIEF SCHEME SUMMARY/PURPOSE/CONTEXT													
Request Completed by: Ext. Date Requested	Estimated Start Date of Scheme:												
Date RSA Report Required By												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">Audit Stage Requested</td> <td style="width: 15%; text-align: center; padding: 2px;">1</td> <td style="width: 15%; text-align: center; padding: 2px;">2</td> <td style="width: 15%; text-align: center; padding: 2px;">1/2</td> <td style="width: 15%; text-align: center; padding: 2px;">3</td> <td style="width: 15%; text-align: center; padding: 2px;">4</td> </tr> <tr> <td colspan="6" style="text-align: center; padding: 2px;">Please tick relevant box above ✓</td> </tr> </table>	Audit Stage Requested	1	2	1/2	3	4	Please tick relevant box above ✓						Estimated Scheme budget: £.....
Audit Stage Requested	1	2	1/2	3	4								
Please tick relevant box above ✓													
List any outstanding issues / road safety audit response reports from previous audit stage on separate sheets													

Client Project Manager (Project Sponsor) Name:.....	Design Project Manager (if different from above) Name:.....
Tel:	Tel:

Plans/Specifications Submitted (please list). <u>Minimum requirements:</u>	
Scheme Plans	1/1250 (coloured) at Preliminary Design Stage 1
and sections:	1/500 or 1/200 at Detailed Design Stage 2 and post Construction Stage 3
<u>Drg. Nos.</u>	<u>Description</u>
For larger schemes complete list on separate sheet	

Notes (See overleaf for more information):	
1. Please list any special restraints e.g. abnormal road routes, weight/height restrictions, scheduled buildings, ancient monuments, schools, hospitals, areas of special scientific interest, major topographic features etc. should be shown on the plans.	
2. The following may be required for Stage 2 as appropriate, including (not exclusive list): Location of SU services, proposed traffic or direction signs, road markings schedules, streetlighting layout, traffic signal layout details, staging drawings, tactile paving, drainage details, long or cross-sections, landscaping, surfacing proposals, vehicle restraints, change in speed limits, TROs, road closures, private accesses or nearby junctions, temporary traffic management proposals.	
3. Any Vehicle 'Track' output.	
4. Departures from standards MUST be notified here:	
5. Stage 1 Audit	Completion of Preliminary Design
6. Stage 2 Audit	Completion of Detailed Design
7. Stage 1/2 Audit	Completion of Detailed Design (where Preliminary Design not undertaken)
8. Stage 3 Audit	Completion of Construction
9. Stage 4/ Audit	Collision Monitoring 12 months after Construction (if deemed necessary)

Road Safety Audit Team Leader
Date of Site Visit
Date Audit Completed
Collision Data Requested?Yes/No.....

BCP GROWTH & INFRASTRUCTURE SAFETY AUDIT REQUEST FORM

This Form to be completed by the Design Team when requesting Road Safety Audits (v 4.0 20/10/20)

Road Safety Audit Brief/Request Notes for further clarification

The Safety Audit process is a systematic procedure for checking the highway safety of schemes. It is not a check on the compliance of the scheme with the appropriate design standards or the competency of the designer. Road Safety Audit is a formal procedure for the independent assessment of the accident potential and predicted safety performance of a specific design. This process can be applied to new road construction schemes, highway layout alterations, maintenance schemes, traffic management schemes and the installation of any apparatus within the highway. A safety auditor cannot be involved in the design process.

The main objective is to ensure that any alterations within the highway have safety as one of the key objectives; minimising the number and severity of collisions and hence injuries sustained. It is not a check on any feature off the public highway unless it has a direct impact on road safety. It is the case that a Road Safety report is not binding on the client. It is the client's responsibility to ensure that all problems raised by the Audit Team are given due consideration but he is not duty bound to comply with it. If the client/developer considers any problem raised to be insignificant, or that the solutions recommended are not suitable given the relevant economic and environmental constraints, the client/developer must prepare a "Road Safety Audit Response Report" giving reasons why no changes are planned or proposing alternatives.

The Road Safety Audit Request defines the scope of the Road Safety Audit to be undertaken. The Project Sponsor has overall responsibility for the request. However, the Design Team may prepare the Road Safety Audit Brief on their behalf. The Project Sponsor may instruct the Design Team to delete unnecessary items or to include additional material, as they consider appropriate. The Project Sponsor must document the reasons for deleting or adding any information to the Road Safety Audit Brief.

To maximise the benefit from the Road Safety Audit, the brief needs careful preparation and must include sufficient information to enable an efficient Audit to be undertaken.

An 'Audit request Pack' should typically contain the following information if relevant:

- a) A brief description of the proposed Highway Improvement Scheme clearly identifying its objectives.
- b) Scheme drawings showing the full geographical extent of the scheme and including the areas beyond the tie-in points.
- c) Details of Departures and Relaxations from Standards must be highlighted.
- d) Clear identification of the elements of the scheme proposals included within the scope of the Road Safety Audit to be undertaken and also those elements of the scheme that fall outside of the scope.
- e) General scheme details, to help give an understanding of the purpose of the scheme and how the layout will operate, including design speeds, speed limits, traffic flows, forecast flows, queue lengths, NMU flows and desire lines (including Assessment and Review reports undertaken in accordance with 'GG 142 – Walking, cycling and horse-riding assessment and review'). Also details of any environmental constraints on the design and how these may have affected any strategic decisions made.
- f) Details of any safety risk assessments undertaken as part of the design process.
- g) Any other relevant factors which may affect road safety such as adjacent developments (existing or proposed), proximity of schools or retirement/care homes and access for emergency vehicles.
- h) The Road Safety Audit Brief should identify if the location of the Highway Improvement Scheme should be visited at a particular time of the day (e.g. peak traffic periods or beginning or end of the school day).
- i) Any personal injury collision data should cover both the extent of the scheme and the adjoining sections of highway for a minimum period of 36 months.
- j) At Road Safety Audit Stages 2 and 3, details of any changes introduced since the previous Road Safety Audit stage.
- k) Any changes in the Highway Improvement Scheme that are not shown on the design or As-Built drawings.
- l) Plans using an appropriate scale for the Road Safety Audit Team to mark up for inclusion in the Road Safety Audit Report.
- m) Previous Road Safety Audit Reports, Interim Road Safety Audit Reports, Road Safety Audit Response Reports.
- n) Contact details to whom any identified maintenance defects should be notified
- o) Details of the appropriate Police contact.
- p) Details of any site access arrangements including any specific health & safety requirements such as inductions, Personal Protective Equipment and vehicle livery requirements.

If the Road Safety Audit Team considers the brief to be insufficient for their purpose then requests for further information should be made to the Design Team Leader and copied to the Project Sponsor. Any information requested but not supplied to the Audit Team should be identified in the introduction to the Audit Report.

q) Road Safety Audits shall comply with the detailed requirements of the Design Manual for Roads and Bridges [GG 119](#)