

WARWICKSHIRE COUNTY COUNCIL

QUALITY PROCEDURE

Road Safety Audit Procedure

1.0 Background

This procedure describes the process for undertaking and managing Road Safety Audits in Warwickshire.

Road Safety Audit is the independent, systematic, assessment of highway alterations/improvements schemes (proposed and as constructed) to identify hazards, recommend mitigating actions and record subsequent responses to those recommendations and monitor road safety performance.

Warwickshire County Council will carry out or approve Road Safety Audits on all new schemes and alterations to the existing road network proposed by ourselves or others.

These procedures are based on and should be read in conjunction with current DMRB guidance on Road Safety Audit work. These procedures also reflect the Chartered Institution of Highways and Transportation (CIHT) Road Safety Audit guidelines, which suggest areas where audit standards can be relaxed to suit local circumstances.

The procedures in this document apply to all non-trunk road schemes within Warwickshire, including development schemes on non-trunk roads in the County.

1.1 Definitions

1.2 Design Organisation: The organisation(s) commissioned to undertake various phases of scheme preparation.

NOTE 1: At some stages of road safety audit, this can be a contractor

1.3 Design Team: The group within the Design Organisation undertaking the various phases of the scheme design and co-ordinating the input of the various design disciplines.

1.4 Design Team Leader: A person within the Design Team responsible for managing the scheme design and co-ordinating the input of the various design disciplines and external Developer scheme representatives.

1.5 Development Scheme: Any public or privately funded scheme where planning approval is sought.

- 1.6 Exception Report:** A report from the Project Sponsor to the Warwickshire County Council Exceptions Panel detailing each problem identified in the Road Safety Audit Response Report where an Agreed Road Safety Audit Action cannot be reached between the Design Organisation and Overseeing Organisation.
- 1.7 Highway Schemes:** All works that involve construction of new highway or permanent change to the existing highway layout of features. This includes changes to road layout, kerbs, signs and road markings, lighting, signalling, drainage, landscaping, communications cabinets and the installation of roadside equipment. Significant or lengthy Traffic Management schemes or Temporary Works schemes might also fall within the definition of 'Highway Schemes' with Road Safety Audit requirements.
- 1.8 Interim Road Safety Audit:** The application of Road Safety Audit to the whole or part of a Highway Scheme at any time during its design and construction. Interim Road Safety Audit is neither mandatory nor a substitute for the Stage 1, 2 and 3 Road Safety Audits.
- 1.9 Like-for-like Maintenance Scheme:** A scheme or highway feature replacement proposed as maintenance works, that solely involves the replacement or refurbishment of a highway feature with a corresponding feature, which as a minimum, will appear the same, be located in the same position, perform the same and be constructed of comparable materials as the feature it replaces.
- 1.10 Overseeing Organisation:** The highway authority responsible for the road Highway Scheme to be road safety audited or affected by the proposed Highway Scheme.
- 1.11 Project Sponsor/Project Manager:** A person from the Overseeing Organisation responsible for ensuring the progression of a scheme in accordance with the policy and procedures of the Overseeing Organisation and ensuring compliance with the requirements of this Road Safety Audit Procedure. It should be noted that the Project Sponsor may not always be from the same organisation as those promoting the scheme, as the scheme may be proposed by a third-party organisation.
- 1.12 Road Safety Audit:** The evaluation of Highway Schemes during design and at the end of construction. The aim is to identify potential road safety problems that may affect any users of the highway and to make recommendations as to how the Design Organisation may mitigate them. The Road Safety Audit process includes the collision monitoring of Highway Schemes (Stage 4 Road Safety Audit) to identify any road safety problems occurring after opening. The

Stage 4 Road Safety Audit will include the analysis and reporting of 12 and/or 36 months of Personal Injury Collision (PIC) data from when the scheme became operational.

- 1.13 Road Safety Audit Brief:** The instructions to the Road Safety Audit Team defining the scope and details of the Highway Scheme to be audited, including sufficient information for the Road Safety Audit to be undertaken. To be submitted in the format shown in **Appendix B (QF 336)**.
- 1.14 Road Safety Audit Report:** The report produced by the Road Safety Audit Team describing the road safety related problems identified by the Road Safety Audit and the recommended mitigations to those problems. To be submitted in the format shown in **Appendix C (QF 337)**.
- 1.15 Road Safety Audit Response Report:** A report produced by the Design Team following Road Safety Audit Stages 1, 2 and 3 in which the Design Team and Overseeing Organisation respond to the problems and recommendations raised in the Road Safety Audit Report and agree relevant RSA Actions. To be submitted in the format shown in **Appendix D (QF 338) or Appendix E (QF 339) in the case of Planning Applications**.
- 1.16 Road Safety Audit Team:** A team that works together on all aspects of the Road Safety Audit, independent of the Design Team. The Road Safety Audit Team shall comprise a minimum of two suitably qualified and experienced persons (a Team Leader and Team Member).
- 1.17 Road Safety Audit Team Leader:** A person with the appropriate training, skills and experience who is approved for a particular highway scheme and road safety audit stage by the Overseeing Organisation as defined in section 5.

NOTE 1: The road safety audit team leader is responsible for leading the road safety audit team through the process and managing the production of the road safety audit report. This officer is responsible for the overall audit content.

- 1.18 Road Safety Audit Team Member:** A member of the road safety audit team with the appropriate training, skills and experience necessary for a particular highway scheme and road safety audit stage as defined in section 5.
- 1.19 Road Safety Audit Team Observer:** A person with appropriate training, skills and experience accompanying the Road Safety Audit Team to observe and gain experience of the Road Safety Audit process.

2.0 Scope of Road Safety Audit

2.1 Purpose

Road Safety Audit problems raised in Road Safety Audit Reports shall only consider road safety matters.

Road Safety Audit is not a technical check that the design conforms to Standards and/or best practice guidance, or a check that the scheme has been constructed in accordance with the design, and it does not consider structural safety.

Design Teams are responsible for ensuring that their designs have been subjected to the appropriate design reviews and any Departures from Standards or Relaxations of Standards are documented prior to Road Safety Audit and communicated to the Road Safety Audit Team.

In carrying out Road Safety Audits, the Audit Team shall consider all users of the highway, including motorists, pedestrians, cyclists, equestrians and facilities for those working on the highway. Particular attention should be given to vulnerable roads users such as the very young, older users and the mobility and visually impaired.

2.2 Types of scheme to be road safety audited

These procedures apply to all Highway Schemes on roads for which Warwickshire County Council is the Highway Authority. This includes work carried out under agreement with Warwickshire County Council resulting from developments alongside or affecting the highway network.

Like-for-like maintenance schemes are excluded from Road Safety Audit. However, the Project Sponsors and Designers should ensure any like-for-like replacement scheme does not reinstate a feature that is known by Warwickshire County Council to adversely affect road user safety (e.g. the replacement of a non-passively safe traffic sign in the same location where it has been previously struck by errant road users on numerous occasions).

2.3 Definitions of Road Safety Audit levels

The following sets out three levels of Road Safety Audit to be adopted by Warwickshire County Council.

- Road Safety Audit, **Type A (RSA/A)**, a Road Safety Audit carried out in compliance with current DMRB guidance using the document templates

set out in this policy.

- Road Safety Audit, **Type B (RSA/B)**, a Road Safety Audit carried out by qualified Road Safety Auditors in accordance with the procedures in this document.
- Road Safety Audit, **Type C (RSA/C)**, a Road Safety Audit carried out by qualified Road Safety Auditors in accordance with the procedures in this document.

Tables 1 and 2 provide guidance on the minimum level of safety audit required for works carried out by Warwickshire County Council, either generated by Warwickshire County Council or works which are funded by other sources, such as S278 highway works.

All requests for Safety Audit submitted via a planning application will be carried out to RSA/A standard.

Where the Road Safety Audit Team Leader has concerns about the complexity of the scheme being audited, they have the right to raise the level of the audit at their sole discretion.

Table 1: Audit Level by Scheme Type (Warwickshire County Council)

Warwickshire County Council Schemes for Audit			
Scheme Type	<£25,000	£25,000 - £200,000	>£200,000
Major Highway Improvement Schemes	n/a	RSA/A	RSA/A
Traffic Management Schemes	RSA/B	RSA/B	RSA/A
Shared Space Schemes	RSA/B	RSA/B	RSA/A
Carriageway/Footway Improvement Schemes (including maintenance)	RSA/C	RSA/B	
Cycleway Schemes	RSA/B	RSA/B	RSA/A
Pedestrian Crossing (all types)	RSA/B	RSA/B	RSA/A
Pedestrian Refuges	RSA/B	RSA/B	
Pedestrian Guardrail	RSA/C	RSA/B	
Safety Barrier	RSA/B	RSA/B	RSA/B
Bollards	RSA/C	RSA/B	
Signing and Lining	RSA/C	RSA/B	
Gateway Features	RSA/C	RSA/C	
Changes in Speed Limit	RSA/C	RSA/B	
Mini Roundabouts	RSA/B	RSA/B	RSA/A
Traffic Signals	RSA/B	RSA/B	RSA/A
Parking Bays	RSA/C	RSA/B	
Change of priorities	RSA/B	RSA/B	
Street Lighting	RSA/B	RSA/B	
Section 278 Highway Works	RSA/B	RSA/B	RSA/A
Section 38 New Estate Roads	RSA/B	RSA/B	RSA/A
Significant Traffic Management or Temp. Works	According to Road Safety discussion re. effect		

Note: Road Safety Audits carried out by external organisations must be submitted prior to grant of planning consent for review by Warwickshire County Council's Road Safety Audit personnel

3.0 Road Safety Audit stages

Highway Schemes shall be road safety audited at the following stages:

Stage 1 – Preliminary design

Stage 2 – Detailed design

Stage 3 – Upon scheme completion (ideally prior to the scheme being opened to public traffic), in both daytime and darkness conditions

Stage 4 – When personal injury collision data is available for 12 months and/or 36 months following scheme completion.

Where a scheme is of such a limited scale that no preliminary design has been necessary, Road Safety Audits shall be combined to form a combined Stages 1 & 2 Audit.

It is the responsibility of the Project Sponsor or Design Team Leader to provide enough detail for the Road Safety Audit Team to undertake the audit.

Interim Road Safety Audits can be commissioned by the Project Sponsor. An Interim Road Safety Audit allows the Road Safety Audit Team to give safety advice during the scheme design process and development at times between the formal audit stages.

4.0 Methodology for undertaking Road Safety Audits

4.1 Road Safety Audit – Type A (RSA/A)

Type A schemes involve major highway works and other largescale improvements costing greater than £200,000. These schemes are likely to be complex and could include innovative measures; therefore, a Road Safety Audit should be carried out in accordance with current DMRB guidance on Road Safety Audit work.

RSA/A teams will consist of a team leader and one team member as a minimum. All team members will demonstrate the required competencies set out in section 5.

RSA/A teams will conduct a joint site visit and all team members will review the scheme documentation. Team members will draft the report and team leaders will review and make any necessary amendments in discussion with the audit team before signing of and submitting the report to the Design Organisation.

4.2 Road Safety Audit – Type B (RSA/B)

All schemes costing between £25,000 and £200,000 are categorised as Type B. In addition, some lower cost schemes such as pedestrian crossings are categorised as Type B, these schemes despite being low cost have the potential to create hazards for road users once operational.

The process for undertaking RSA/B should be the same as RSA/A; however, some relevant competencies for team members are relaxed. These are detailed in section 5.

4.2.1 Stage 1, Stage 2 and Stage 1/2 Road Safety Audits

- The Audit Team comprises of two Road Safety Auditors.
- All members of the audit team will attend a site visit together for RSA/A and RSA/B audits. For RSA/C Audits site visits are carried out at the discretion of the team leader.

4.2.2 Stage 3 Road Safety Audits

- The Audit Team comprises of two Road Safety Auditors,
- For RSA/B daytime visits, all members of the audit team must visit the site together. The Police will also be invited to send a representative.
- For visits in the hours of darkness, one of the Audit Team can visit the site alone,
- Both Audit Team Members need to review all plans and documents.

A representative from the Police shall be invited to all Stage 3 Road Safety Audits by the Audit Team Leader. The Police representatives are present as an additional expert and do not formally constitute part of the Road Safety Audit Team. The responsibility for producing the Road Safety Audit Report in these cases remains with the Road Safety Audit Team.

4.2.3 Interim Road Safety Audits

The Project Sponsor or Design Team Leader may consider it useful to gain advice on road safety issues as the scheme design proceeds. If this is the case the Road Safety Audit Team can be approached to give interim advice before the formal Audit stages are reached, the advice should be detailed in a Road Safety Audit Report and a copy sent to the Design Team Leader or Project Sponsor. It should be noted that Interim Road Safety Audits are not a replacement for other Audit stages.

4.2.4 Stage 4 Road Safety Audits

Stage 4 Road Safety Audits should be carried out when 12 months and/or 36 months collision data is available following completion of the scheme. For Warwickshire County Council designed schemes, this will be included as part of the routine collision monitoring process to identify any collision sites on Warwickshire's highway network. Therefore, a separate Stage 4 Road Safety Report will not always be required, unless a collision problem associated with a scheme is identified. Under these circumstances, for a Development Scheme promoted by an 'external' developer, a collision report shall be prepared to assess whether remedial measures are required to address the collision problem. The findings should be presented to the Project Sponsor for action.

4.2.5 The Road Safety Audit Report

Reports for Stages 1, 1&2, 2 and 3 Road Safety Audits should be written in a consistent format, as described in **Appendix B (QF 337)**.

Non-safety comments can be included in the report under a separate title, such as 'Notes' or 'Observations'. A copy of the report should be sent to the Project Sponsor and Design Team Leader.

For audits carried out by Warwickshire CC, once the Road Safety Audit Team has completed the Road Safety Audit, a copy of the report, together with all the documentation, plans, site notes and photographs should be archived by the Road Safety Audit Team.

4.3 Road Safety Audit – Type C (RSA/C)

Type C schemes are small scale projects designed by Warwickshire County Council costing less than £25,000, such as footway improvements, signing and the installation of bollards. For RSA/C Audits a single auditor will usually be appointed as Team Leader.

The Auditor/Assessor should evaluate the scheme with reference to the Safety Assessment Checklist in **Appendix A (QF 335)**. The auditor will then complete a Road Safety Audit Report accordingly and submit it to a checker for review prior to submission to the Design Team. The relevant competencies for the Checker are set out in section 5.

4.4 Road Safety Audit Response Report

All Road Safety Audits must go through the process shown in section 6. This includes the production of a Road Safety Audit Response Report following the template shown in **Appendix D (QF 338)** or **Appendix E (QF 339)** in the case

of Planning Applications.

For internal schemes Traffic and Road Safety Group officers are likely to fulfil the roles of Road Safety Auditor and Overseeing Organisation. Where a 3rd party scheme has appointed an external Road Safety Auditor Traffic and Road Safety Group officers will still operate as the Overseeing Organisation. The required competencies to fulfil this role are set out in section 5.

For a scheme to proceed to the next stage of audit or construction the Design Organisation, Road Safety Auditor and Overseeing Organisation must agree an RSA action for each problem raised in the Road Safety Audit Report and record these in the Road Safety Audit Response Report.

If RSA Actions cannot be agreed by all parties the scheme must enter Warwickshire County Council's Exception Process as described in section 6.

Responses submitted in a format that differs from that shown in **Appendix D (QF 338)** or **Appendix E (QF 339)** will not be accepted. In the case of Audits linked to planning applications this will result in WCC objecting to the application in its role as Highway Authority.

4.5 Traffic Management or Temporary Works

Generally, temporary Traffic Management arrangement schemes will not be audited as the design of such schemes should be considered within CDM processes and DfT publications "Safety at Street Works: A Code of Practice" and Chapter 8 of "The Traffic Signs Manual" which contain guidance on such works. However, for schemes with complex arrangements or that will significantly affect the highway network for a considerable period, particularly on high-speed roads, a Road Safety Audit may be required at the discretion of Warwickshire County Council.

4.6 The Audit Brief

The Audit Brief template is set out in **Appendix B (QF 336)**.

The Design Organisation must submit the completed Brief to Traffic and Road Safety Group before appointing the Road Safety Audit Team.

5.0 Road Safety Audit Team requirements

Warwickshire County Council Safety Auditors will demonstrate the competencies set out below.

Auditors not directly employed by Warwickshire CC. shall submit CVs to

Warwickshire CC's. Safety Engineering Team for scheme-specific prior approval. CVs must demonstrate compliance with the requirements set out below for RSA/A Audits.

5.1 Road Safety Audit team competencies

The following sets out the required competencies of RSA team members in accordance with the type of audit being undertaken.

Table 3a: RSA/A competencies

	RSA team observer	RSA team member	RSA team leader
Training	In accordance with current DMRB requirements	In accordance with current DMRB requirements	In accordance with current DMRB requirements
CPD	N/A	In accordance with current DMRB requirements	In accordance with current DMRB requirements
Experience	N/A	In accordance with current DMRB requirements	In accordance with current DMRB requirements

Table 3b: RSA/B competencies

	RSA team observer	RSA team member	RSA team leader
Training	N/A	10 days of formal collision data analysis or road safety engineering/road design	10 days of formal collision data analysis or road safety engineering/road design
CPD	N/A	A minimum of 2 days CPD in the field of RSA, collision data analysis or road safety engineering in the last 12 months	A minimum of 2 days CPD in the field of RSA, collision data analysis or road safety engineering in the last 12 months
Experience	N/A	1 years of collision data analysis or road safety engineering/road design experience	2 years of collision data analysis or road safety engineering/road design experience
	N/A	5 RSAs completed within the last 24 months as team leader, member or observer	5 RSAs completed within the last 12 months as team leader, member or observer

Table 3c: RSA/C competencies

	RSA team observer	RSA team leader	RSA checker
Training	10 days of formal collision data analysis or road safety engineering/road design	10 days of formal collision data analysis or road safety engineering/road design	10 days of formal collision data analysis or road safety engineering/road design
CPD	N/A	A minimum of 2 days CPD in the field of RSA, collision data analysis or road safety	A minimum of 2 days CPD in the field of RSA, collision data analysis or road safety

	RSA team observer	RSA team leader	RSA checker
		engineering in the last 12 months	engineering in the last 12 months
Experience	N/A	5 RSAs completed within the last 24 months as team leader, member or observer	5 RSAs completed within the last 24 months as team leader, member or observer
	N/A		

Table 3: Overseeing Organisation competencies

	Traffic and Road Safety Officers have conducted the RSA	A 3rd Party has conducted the RSA	
Training	N/A	In accordance with RSA/A competencies	
CPD	N/A	In accordance with RSA/A competencies	
Experience	Occupy a relevant Tier 4 post in Traffic and Road Safety Group	In accordance with RSA/A competencies	

Where Auditor CVs do not demonstrate compliance with Audit Team position requirements Warwickshire CC will be at liberty to reject the Audit Team in part or in whole and reject the Road Safety Audit Brief or Response Report.

It is recommended that, where possible, the same Road Safety Audit Team is used throughout the scheme delivery.

All Road Safety Auditors employed by or on behalf of Warwickshire County Council are responsible for ensuring that they keep up to date with the CPD and experience requirements listed above.

6.0 Road Safety Audit Process

All works affecting the public highway in Warwickshire will be subject to a Road Safety Audit at stages 1, 2 and 3.

For internal schemes officers from Warwickshire County Council's Road Safety Audit team will determine the relevant audit type.

All external audits will be carried out as Type A audits as this most closely aligns with the standards used by Safety Auditors in the private sector.

For internal schemes the Road Safety Audit Team should be derived from Warwickshire County Council's internal Auditors' complement. The audit team must be comprised of officers independent from the design process. If resources are not available to undertake a Road Safety Audit within the required timescale, the Project Sponsor may consider appointing a suitably qualified Road Safety Audit Team from independent consultants.

Third party developers may appoint Road Safety Auditors from external auditors. Any such audit must be commissioned with the RSA Brief in **Appendix B (QF 336)**. The Brief must be approved by Warwickshire County Council's Safety Audit team prior to the appointment of the Road Safety Audit Team.

When the developer has appointed a Road Safety Audit team CV's for all team members must be submitted to WCC for approval.

Only when all of the above steps have been completed and approved can the Safety Audit take place.

When the audit has been completed the design organisation must complete a Road Safety Audit Response Report in accordance with the template in **Appendix D (QF 338)** or **Appendix E (QF 339)** in the case of **Planning Applications** and submit this to Warwickshire County Council's Road Safety Audit team. Warwickshire County Council will then consider the problems raised, the design team responses and add an overseeing organisation response. Warwickshire County Council will also add any additional issues considered relevant to the scheme.

Warwickshire County Council's Road Safety Audit team will then contact the Design Organisation to agree RSA actions before finalising the Road Safety Audit Response Report and sending it to all relevant parties for sign off.

Where RSA actions are agreed between the Overseeing Organisation and the Design Organisation the scheme can progress to the next stage of Road Safety Audit or implementation as appropriate.

Where RSA actions cannot be agreed the Road Safety Audit will enter Warwickshire County Council's Exception Process.

For 3rd party schemes the Design Organisation must pay for all stages of Road Safety Audit and Road Safety Audit Response Reports.

Before Warwickshire County Council will agree to not raise an objection to a planning application on Road Safety grounds a stage 2 road safety audit (Type A) must be undertaken where the planning application requires works within the highway, in accordance with Local Transport Plan Policy. The design organisation must then submit a Road Safety Audit Response Report (**see Appendix E (QF 339)**) to Warwickshire County Council for comment and approval.

It should be noted that Planning Authorities may decide not to register a

planning application if a Road Safety Audit required according to this Procedure is not provided. For large developments it may be appropriate for the Developer to discuss road safety issues at the pre-planning application stage so that any potential problems can be considered early in the process.

If Road Safety Audit issues are not satisfactorily addressed or if a required Road Safety Audit Response Report is not submitted in accordance with this Procedure then Warwickshire County Council is likely to recommend that the planning application be refused.

It should be noted that Warwickshire County Council will be at liberty to decline to register applications for Highway Agreements where a Stage 2 Road Safety Audit Response Report required according to this Procedure is not provided.

7.0 References

- 1) Current DMRB guidance on Road Safety Audit work
- 2) Current Road Safety Audit guidelines - Institution of Highways and Transportation (now Chartered Institution of Highways & Transportation).

RELATED QUALITY DOCUMENTS

[Road Safety Audit Process Map](#)

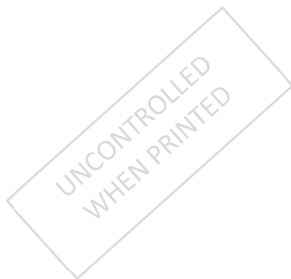
Appendix A: [QF 335](#) – Road Safety Audit Checklist

Appendix B: [QF 336](#) – Road Safety Audit Brief

Appendix C: [QF 337](#) – Road Safety Audit Report

Appendix D: [QF 338](#) – Road Safety Audit Response Report

Appendix E: [QF 339](#) – Road Safety Audit Response Report (Planning Applications)



WARWICKSHIRE COUNTY COUNCIL

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Road Safety Audit Checklist

Referred from QP 321 Road Safety Audit Procedure

Road Safety Audit checklists are outlined within this document.

For RSA/A and RSA/B audits, these are to be undertaken in accordance with the DMRB document GG 119. See Section 1 of this document.

For RSA/C audits, these are to be undertaken in accordance with Warwickshire County Council's checklist for Road Safety Assessments. See Section 2 of this document.

These lists are not exhaustive, the audit team may find additional safety related problems when undertaking road safety audits at all stages.

Section 1- RSA/A and RSA/B checklist

Table A.1 LOCAL ALIGNMENT

Stage 1	Stage 2	Stage 3
Visibility		
<p>Are horizontal and vertical alignments consistent with required visibility?</p> <p>Will sight lines be obstructed by permanent or temporary features e.g. bridge abutments and parked vehicles?</p>	<p>Are sight lines obstructed by:</p> <ol style="list-style-type: none"> 1. safety fences; 2. boundary fences; 3. street furniture; 4. parking facilities; 5. signs; 6. landscaping; 7. structures; 8. environmental barriers; 9. crests; 10. features such as buildings, plant or materials outside the highway boundary? <p>Is the forward visibility of at-grade crossings sufficient to ensure they are conspicuous?</p>	<p>Are the sight lines clear of obstruction?</p>
New/existing road interface		
<p>Will the proposed scheme be consistent with the standard of provision on adjacent lengths of road and if not, is this made obvious to the road user?</p> <p>Does interface occur near any potential hazard, i.e. crest, bend after steep gradient?</p>	<p>Where a new road scheme joins an existing road, or where an on-line improvement is to be constructed, will the transition give rise to potential hazards?</p> <p>Where the road environment changes (e.g. urban to rural, restricted to unrestricted) is the transition made obvious by appropriate signing and carriageway markings?</p>	<p>Is there a need for additional signs and/or road markings?</p>

Stage 1	Stage 2	Stage 3
Vertical alignment		
Are climbing lanes to be provided? Will the vertical alignment cause any "hidden dips"?		

Table A.2 GENERAL

Stage 1	Stage 2	Stage 3
Departures from standards		
What are the road safety implications of any approved departures from standards or relaxations? (Are these strategic decisions within the scope of the RSA?)	Consider road safety aspects of any departures granted since the stage 1 RSA.	Are there any adverse road safety implications of any departures from standard granted since the stage 2 RSA?
Cross sections and cross-sectional variation		
How safely do the cross-sections accommodate drainage, ducting, signing, fencing, lighting and pedestrian, cyclist and equestrian routes? Could the scheme result in the provision of adverse camber? What are the road safety implications if the standard of the proposed scheme differs from adjacent lengths of highway?		
Landscaping		
Could areas of landscaping conflict with sight lines (including during windy conditions)?	Could planting (new or when mature) encroach onto the carriageway or obscure signs or sight lines (including during windy conditions)?	Could planting obscure signs or sight lines (including during periods of windy weather)? Do earth bunds obscure signs or visibility?

Stage 1	Stage 2	Stage 3
	<p>Could earth bunds obscure signs or visibility?</p> <p>Could trees (new or when mature) be a hazard to an errant vehicle?</p> <p>Could planting affect lighting or shed leaves on to the carriageway?</p>	<p>Could trees (new or when mature) be a potential hazard to an errant vehicle?</p> <p>Could planting affect lighting or shed leaves onto the carriageway?</p>
Climatic conditions		
	<p>Is there a need for specific provision to mitigate effects of fog, wind, sun glare, snow, and ice?</p>	<p>Are any extraordinary measures required?</p>
Drainage		
<p>Will the new road drain adequately, or could areas of excess surface water result?</p> <p>Could excess surface water turn to ice during freezing conditions?</p> <p>Could excessive water drain across the highway from adjacent land?</p>	<p>Do drainage facilities (e.g. gully spacing, gully locations, flat spots, crossfall, ditches) appear to be adequate?</p> <p>Are features such as utility covers or gullies located within footpaths, cycle routes or equestrian routes?</p> <p>Are features such as utility covers or gullies located in the likely wheel tracks for motorcyclists or cyclists?</p> <p>Do they give concern for motorcyclist/cyclist stability?</p> <p>Is surface water likely to drain across a carriageway and increase the risk of aquaplaning under storm conditions?</p>	<p>Does drainage of roads, cycle routes and footpaths appear adequate?</p> <p>Are drainage features such as utility covers or gullies located within footpaths, cycle routes or equestrian routes?</p> <p>Are features such as utility covers or gullies located in the likely wheel tracks for motorcyclists or cyclists?</p> <p>Do they give concern for motorcyclist/cyclist stability?</p>

Stage 1	Stage 2	Stage 3
Lay-bys		
<p>Has adequate provision been made for vehicles to stop off the carriageway including picnic areas?</p> <p>How will parked vehicles affect sight lines?</p> <p>Could lay-bys be confused with junctions? Is the lay-by located in a safe location (e.g. away from vertical crests or tight horizontal alignments with limited visibility)?</p>	<p>Have lay-bys been positioned safely?</p> <p>Could parked vehicles obscure sight lines?</p> <p>Are lay-bys adequately signed?</p> <p>Are picnic areas properly segregated from vehicular traffic?</p>	
Public utilities/services apparatus		
<p>Could utility apparatus be struck by an errant vehicle?</p> <p>Could utility apparatus obscure sight lines?</p>	<p>Can maintenance vehicles stop clear of traffic lanes? If so, could they obscure signs or sight lines?</p> <p>Are boxes, pillars, posts and cabinets located in safe positions away from locations that may have a high potential of errant vehicle strikes?</p> <p>Do they interfere with visibility?</p> <p>Has sufficient clearance to overhead cables been provided?</p> <p>Have any special accesses/parking areas been provided and are they safe?</p> <p>Are there any utility inspection chambers in live traffic lanes and/or wheel tracks including those of motorcyclists or cyclists?</p>	<p>Can maintenance vehicles stop clear of traffic lanes?</p> <p>If so, could they obscure signs or sight lines?</p> <p>Are boxes, pillars, posts and cabinets located in safe positions away from locations that may have a high potential for errant vehicle strikes?</p> <p>Do they interfere with visibility?</p> <p>Are any special accesses/parking areas provided safe?</p> <p>Are there any utility inspection chambers in live traffic lanes and/or wheel tracks?</p> <p>Has any loose material around utility</p>

Stage 1	Stage 2	Stage 3
	Do they give concern for motorcyclist/cyclist stability?	covers or gullies located in the verge been compacted down and made level with the surrounding ground?
Access		
<p>Can all accesses be used safely?</p> <p>Can multiple accesses be linked into one service road?</p> <p>Are there any conflicts between turning and parked vehicles?</p>	<p>Is the visibility to/from accesses adequate?</p> <p>Are the accesses of adequate length to ensure all vehicles clear the main carriageway?</p> <p>Do all accesses appear safe for their intended use?</p>	<p>Is the visibility to/from accesses adequate?</p> <p>Are the accesses of adequate length to ensure all vehicles clear the main carriageway?</p>
Skid resistance		
	<p>Are there locations where high skid resistance surfacing (such as on approaches to junctions and crossings) would be beneficial?</p> <p>Do surface changes occur at locations where they could adversely affect motorcycle stability?</p> <p>Is the colour of any high friction surfacing appropriate?</p>	<p>Do any joints in the surfacing appear to have excessive bleeding or low skid resistance?</p> <p>Do surface changes occur at locations where they could adversely affect motorcycle stability?</p>
Emergency vehicles		
Has provision been made for safe access and egress by emergency vehicles?		

Stage 1	Stage 2	Stage 3
Future widening		
Where a single carriageway scheme is to form part of a future dual carriageway, is it clear to road users that the road is for two-way traffic?		
Agriculture		
	<p>Have the needs of agricultural vehicles and plant been taken into consideration (e.g. room to stop between carriageway and gate, facilities for turning on dual carriageways)?</p> <p>Are such facilities safe to use and are they adequately signed?</p>	
Fences and road restraint systems		
	<p>Is there a need for road restraint systems to protect road users from signs, gantries, parapets, abutments, steep embankments or water hazards?</p> <p>Do the road restraint systems provided give adequate protection?</p> <p>Are the road restraint systems long enough? Are specific restraint facilities required for motorcyclists?</p> <p>In the case of wooden post and rail boundary fences, are the rails placed on the non-traffic side of the posts?</p>	<p>Is the restraint system adequate?</p> <p>In the case of wooden post and rail boundary fences, are the rails placed on the non-traffic side of the posts?</p> <p>Have specific restraint facilities been provided for motorcyclists?</p>

Stage 1	Stage 2	Stage 3
	If there are roads on both sides of the fence is an interlocking-design necessary to prevent impalement on impact?	
Adjacent development		
Does adjacent development cause interference/ confusion? (e.g. lighting or traffic signals on adjacent roads may affect a road user's perception of the road ahead) Is screening required to avoid headlamp glare between opposing carriageways, or any distraction to road users?	Has screening been provided to avoid headlamp glare between opposing carriageways, or any distraction to road users? Are there any safety issues relating to the provision of environmental barriers or screens?	Have environmental barriers been provided and do they create a potential hazard?
Basic design principles		
Are the overall design principles appropriate for the predicted level of use for all road users?		
Bridge parapets		
	Are parapet heights appropriate for the adjacent road user groups?	Is the projection of any attachment to the parapet likely to be struck by road users?
Network management		
		Have appropriate signs and/or markings been installed in respect of Traffic Regulation Orders?

Stage 1	Stage 2	Stage 3
Specific road users		
<p>Is specific provision required for vulnerable groups? (i.e. the young, older users, mobility and visually impaired, motorcyclists.)</p>	<p>Are gradients appropriate for mobility scooters?</p> <p>Are timings at controlled crossings sufficient for all users?</p> <p>Do surface changes or excessive use of carriageway markings occur at locations where they could adversely affect motorcycle stability?</p> <p>Are specific restraint facilities required for motorcyclists?</p> <p>Are features such as traffic calming, utility covers or gullies located in the likely wheel tracks for motorcyclists or cyclists?</p> <p>Do they give concern for motorcyclist/cyclist stability?</p>	<p>Are the following adequate for specific and vulnerable groups?</p> <ol style="list-style-type: none"> 1. visibility; 2. signs; 3. surfacing; 4. other guardrails; 5. drop kerbing/flush surfaces; 6. tactile paving; 7. gradients; 8. lighting levels; 9. restraint systems; 10. positioning of utility covers/gullies.

Table A.3 JUNCTIONS

Stage 1	Stage 2	Stage 3
Layout		
<p>Is provision for right turning vehicles required? Are acceleration/deceleration lanes required?</p> <p>Are splitter islands required on minor arms to assist pedestrians or formalise road users' movements to/from the junction?</p> <p>Are there any unusual features that affect road safety?</p> <p>Are widths and swept paths adequate for all road users?</p> <p>Will large vehicles overrun pedestrian or cycle facilities?</p> <p>Are there any conflicts between turning and parked vehicles?</p> <p>Are any junctions sited on a crest?</p> <p>Is the junction type appropriate for the traffic flows and likely vehicle speeds?</p>	<p>Are the junctions and accesses adequate for all vehicular movements?</p> <p>Are there any unusual features, which may have an adverse effect on road safety?</p> <p>Have guardrails/safety fences been provided where appropriate?</p> <p>Do any roadside features (e.g. guard rails, safety fences, traffic bollards signs and traffic signals) intrude into drivers' line of sight?</p> <p>Are splitter islands and bollards required on minor arms to assist pedestrians or formalise road users' movements to/from the junction?</p> <p>Are parking or stopping zones for buses, taxis and public utilities vehicles situated within the junction area?</p> <p>Are they located outside visibility splays?</p> <p>Are any utility covers or gullies located in the likely wheel tracks of motorcyclists or cyclists?</p>	<p>Have guard rails/safety fences been provided where appropriate?</p> <p>Do any roadside features (e.g. guard rails, safety fences, traffic bollards signs and traffic signals) intrude into drivers' line of sight?</p> <p>Have bollards been provided to assist pedestrians or formalise road user movements?</p>

Stage 1	Stage 2	Stage 3
Visibility		
<p>Are sight lines adequate on and through junction approaches and from the minor arm?</p> <p>Are visibility splays adequate and clear of obstructions such as street furniture and landscaping?</p> <p>Will the use of deceleration or acceleration lanes obscure junction visibility?</p>	<p>Are the sight lines adequate at and through the junctions and from minor roads?</p> <p>Are visibility splays clear of obstruction?</p>	<p>Are all visibility splays clear of obstructions?</p>
T, X, Y - junctions		
	<p>Have ghost island right turn lanes and refuges been provided where required?</p> <p>Do junctions have adequate stacking space for turning movements?</p> <p>Can staggered crossroads accommodate all vehicle types and movements?</p>	<p>Are priorities clearly defined?</p> <p>Is signing adequate?</p>

Stage 1	Stage 2	Stage 3
	<p align="center">All roundabouts</p> <p>Are the deflection angles of approach roads adequate for the likely approach speed?</p> <p>Are splitter islands necessary?</p> <p>Is visibility on approach adequate to ensure drivers can perceive the correct path through the junction?</p> <p>Where chevron signs are required, have they been correctly sited?</p> <p>Are dedicated approach lanes required? If provided, will the road markings and signs be clear to all users?</p> <p>Are any utility covers or gullies located in the likely wheel tracks of motorcyclists or cyclists?</p>	<p>Can the junction be seen from appropriate distances and is the signing adequate?</p> <p>Where chevron signs are required, have they been correctly sited?</p>
	<p align="center">Mini roundabouts</p> <p>Are the approach speeds for each arm likely to be appropriate for a mini roundabout?</p> <p>Is the centre island visible from all approaches?</p>	

Stage 1	Stage 2	Stage 3
Traffic signals		
	<p>Will speed discrimination equipment be required?</p> <p>Is the advance signing adequate?</p> <p>Are signals clearly visible in relation to the likely approach speeds?</p> <p>Is "see through" likely to be a problem?</p> <p>Would lantern filters assist?</p> <p>Is the visibility of signals likely to be affected by sunrise/sunset?</p> <p>Would high intensity signals and/or backing boards improve visibility?</p> <p>Would high-level signal units be of value? Is the stipline in the correct location?</p> <p>Are any pedestrian crossings excessively long?</p> <p>Are the proposed tactile paving layouts correct?</p> <p>Are the markings for right turning vehicles adequate?</p>	<p>Can the traffic signals be seen from appropriate distances?</p> <p>Can drivers see traffic signal heads for opposing traffic?</p> <p>For the operation of signals: Are the signal phases working correctly, are unnecessary delays being created?</p> <p>Do pedestrian and cycle phases give adequate crossing time?</p> <p>Can pedestrians or cyclists mistakenly view the "green man" signal for other pedestrian or cycle phases?</p>

Stage 1	Stage 2	Stage 3
	<p>Is there a need for box junction markings?</p> <p>Is the phasing appropriate?</p> <p>Will pedestrian/ cyclist phases be needed?</p> <p>Does the number of exit lanes equal the number of approach lanes?</p> <p>If not is the taper length adequate? Is the required junction intervisibility provided?</p>	

Table A.4 WALKING, CYCLING AND HORSE RIDING

Stage 1	Stage 2	Stage 3
Adjacent land		
<p>Will the scheme have an adverse effect on safe use of adjacent land?</p>	<p>Are accesses to and from adjacent land/properties safe to use?</p> <p>Has adjacent land been suitably fenced?</p>	<p>Has suitable fencing been provided?</p>

Stage 1	Stage 2	Stage 3
Pedestrians		
<p>Have pedestrian routes been provided where required?</p> <p>Do shared facilities take account of the needs of all user groups?</p> <p>Can verge strips dividing footways/cycleways and carriageways be provided?</p> <p>Where footpaths have been diverted, will the new alignment permit the same users free access?</p> <p>Are footbridges/subways sited to attract maximum use?</p> <p>Is specific provision required for special and vulnerable groups? (i.e. the young, older users, mobility and visually impaired?)</p> <p>Are tactile paving, flush kerbs and guard railing proposed? Is it specified correctly and in the best location?</p> <p>Have all walking needs been considered, especially at junctions?</p>	<p>Have the needs of pedestrians been considered especially at junctions and roundabouts?</p> <p>Are any proposed drop kerbs flush with the adjacent highway?</p> <p>Is tactile paving proposed? Is it specified correctly and in the best location?</p>	<p>Are the following adequate?:</p> <ol style="list-style-type: none"> 1. visibility; 2. signs; 3. surfacing; 4. other guardrails; 5. drop kerbing or flush surfaces; 6. tactile paving

Stage 1	Stage 2	Stage 3
<p>Are these routes clear of obstructions such as signposts, lamp columns etc.?</p>		
Cyclists		
<p>Have cycle routes been provided where required?</p> <p>Do shared facilities take account of the needs of all user groups?</p> <p>Can verge strips dividing footways/cycleways and carriageways be provided?</p> <p>Is specific provision required for special and vulnerable groups? (i.e. the young, older users, mobility impaired?)</p> <p>Have all cycling needs been considered, especially at junctions?</p> <p>Are these routes clear of obstructions such as signposts, lamp columns etc.?</p>	<p>Have the needs of cyclists been considered especially at junctions and roundabouts?</p> <p>Are cycle lanes or segregated cycle tracks required?</p> <p>Does the signing make clear the intended use of such facilities?</p> <p>Are cycle crossings adequately signed?</p> <p>Has lighting been provided on cycle routes?</p> <p>Are any proposed drop kerbs flush with the adjacent highway?</p> <p>Are any parapet heights sufficient? Is tactile paving proposed?</p> <p>Is it specified correctly and in the best location?</p>	<p>Do the following provide sufficient levels of road safety for cyclists on, or crossing the road?</p> <ol style="list-style-type: none"> 1. visibility; 2. signs; 3. guardrails; 4. drop kerbing or flush surfaces; 5. surfacing; 6. tactile paving.

Stage 1	Stage 2	Stage 3
Equestrians		
<p>Have equestrian needs been considered?</p> <p>Does the scheme involve the diversion of bridleways?</p>	<p>Should bridleways or shared facilities be provided?</p> <p>Does the signing make clear the intended use of such paths and is sufficient local signing provided to attract users?</p> <p>Have suitable parapets/rails been provided where necessary?</p>	<p>Do the following provide sufficient levels of road safety for equestrians?</p> <ol style="list-style-type: none"> 1. visibility; 2. signs; 3. guardrails.

Table A.5 TRAFFIC SIGNS, CARRIAGEWAY MARKINGS AND LIGHTING

Stage 1	Stage 2	Stage 3
Signs		
<p>Is there likely to be sufficient highway land to provide the traffic signs required?</p> <p>Are sign gantries needed?</p> <p>Have traffic signs been located away from locations where there is a high strike risk?</p>	<p>Do destinations shown align with signing policy? Are signs easy to understand?</p> <p>Are the signs located behind safety fencing and out of the way of pedestrians and cyclists?</p> <p>Is there a need for overhead signs?</p> <p>Where overhead signs are necessary is there sufficient headroom to enable designated walking, cycling and horse riding usage?</p> <p>Has sign clutter been considered?</p> <p>Is junction signing adequate, consistent with adjacent signing and easily understood?</p> <p>Have the appropriate warning signs been provided?</p> <p>Are signs appropriately located and of the appropriate size for approach speeds?</p>	<p>Are the visibility, locations and legibility of all signs (during daylight and darkness) adequate?</p> <p>Are signposts protected from vehicle impact or passively safe?</p> <p>Will signposts impede the safe and convenient passage of pedestrians and cyclists?</p> <p>Have additional warning signs been provided where necessary?</p>

Stage 1	Stage 2	Stage 3
	<p>Are sign posts and sign structures passively safe or protected by safety barriers where appropriate?</p> <p>Are traffic signs illuminated where required and the correct reflectivity provided?</p> <p>Are traffic signs located in positions that minimise potential strike risk?</p> <p>Is the mounting height of sign faces appropriate?</p> <p>Are traffic signs orientated correctly to ensure correct visibility and reflectivity?</p>	
Variable message signs (VMS)		
	<p>Are the legends relevant and easily understood?</p> <p>Are signs passively safe or located behind safety fencing?</p>	<p>Can VMS be read and easily understood at distances appropriate for vehicle speeds?</p> <p>Are they adequately protected from vehicle impact or passively safe?</p>

Stage 1	Stage 2	Stage 3
Lighting		
<p>Is the scheme to be street lit?</p> <p>Has lighting been considered at new junctions and where adjoining existing roads?</p> <p>Are lighting columns located in the best positions? (e.g. behind safety fences)</p>	<p>Has lighting been considered at new junctions and where adjoining existing roads?</p> <p>Is there a need for lighting, including lighting of signs and bollards?</p> <p>Are lighting columns passively safe?</p> <p>Are lighting columns located in the best positions e.g. behind safety fences and not obstructing walking, cycling and horse riding routes?</p>	<p>Does the street lighting provide adequate illumination of roadside features, road markings and non-vehicular users to drivers?</p> <p>Is the level of illumination adequate for the road safety of walkers, cyclists and horse riders?</p> <p>Is lighting obscured by vegetation or other street furniture?</p>
Poles/columns		
<p>Will poles/columns be appropriately located and protected?</p>	<p>Are poles and columns passively safe?</p> <p>Are poles and columns protected by safety fencing where appropriate?</p>	

Stage 1	Stage 2	Stage 3
Carriageway markings		
<p>Are any road markings proposed at this stage appropriate?</p>	<p>Do the carriageway markings clearly define routes/priorities?</p> <p>Are the dimensions of the road markings appropriate for the speed limit/design speed of the road?</p> <p>Have old road markings and road studs been adequately removed?</p> <p>Are road markings appropriate to the location?</p> <ol style="list-style-type: none"> 1. centre and edge lines; 2. hatching; 3. road studs; 4. text/destinations; 5. approved and/or conform to the Regulations. 	<p>Are all road markings/studs clear and appropriate for their location?</p> <p>Have all superseded road markings and studs been removed adequately?</p> <p>Do the carriageway markings clearly define routes and priorities?</p> <p>Have all superseded road markings and studs been removed adequately?</p>

Section 2- RSA/C Checklist

General	Checked
Departures from Standard	<input type="checkbox"/>
Consistency of standards with adjacent road network, especially at tie-ins	<input type="checkbox"/>
Effects of surrounding road network	<input type="checkbox"/>
Road users perception of road layout, including sight lines	<input type="checkbox"/>
Provision for turning traffic	<input type="checkbox"/>
Location and access of lay-bys	<input type="checkbox"/>
Minimise potential conflict points (including number of private accesses)	<input type="checkbox"/>
Arrangements for serving access and maintenance	<input type="checkbox"/>
Check speed limits are appropriate for the road environment in-line with circular 01/2013.	<input type="checkbox"/>

Alignment and Sight Lines	Checked
Horizontal and vertical alignments which may produce hazards due to reduced sight lines	<input type="checkbox"/>
Sight lines obstructed by bridge abutments, parapets, landscaping, structures or street furniture	<input type="checkbox"/>
Conspicuity of junctions on approach, and sight lines from minor road approaches and private accesses	<input type="checkbox"/>

Road Signs and Markings	Checked
Locations of signs and markings to aid, inform, and warn of hazards, without obscuring visibility or misleading drivers	<input type="checkbox"/>
Consistency of signing and marking information	<input type="checkbox"/>
Positioning of signs and markings at junctions. Is there a need for hazard perception warnings?	<input type="checkbox"/>
Suitable mounting height of signs	<input type="checkbox"/>

Vulnerable Road Users	Checked
Location and type of crossing facilities	<input type="checkbox"/>
Adequate visibility provided	<input type="checkbox"/>
Dedicated cycle lane or pedestrian facilities	<input type="checkbox"/>
Provision of facilities for people with mobility impairments	<input type="checkbox"/>

Landscaping	Checked
Potential obstruction to visibility from landscaping, taking into account future growth	<input type="checkbox"/>
Potential for trees to become collision objects: choice of appropriate species	<input type="checkbox"/>
Ability to maintain planted areas safely	<input type="checkbox"/>

Surface Characteristics	Checked
Appropriate surfacing for roads on approach to hazards such as bends and junctions	<input type="checkbox"/>
Potential for flooding due to inadequate drainage	<input type="checkbox"/>

Other	Checked
Positioning of safety barriers and guardrails to protect against vehicle conflicts or roadside objects, without obscuring visibility	<input type="checkbox"/>
Consistency of lighting within the scheme and with the adjacent network	<input type="checkbox"/>
Safe positioning of lighting columns	<input type="checkbox"/>
Lit / unlit bollards on central islands	<input type="checkbox"/>

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Road Safety Audit Brief Template

Table B.1 Project Summary

Date:	
Design Organisation:	
Overseeing Organisation:	Warwickshire County Council
Project:	
Report title:	
PREPARED BY:	
Name:	
Signed:	
Design Organisation:	
Date:	
I APPROVE THE RSA BRIEF AND INSTRUCT THE RSA TO TAKE PLACE ON BEHALF OF THE OVERSEEING ORGANISATION	
Name:	
Signed:	
Overseeing Organisation:	Warwickshire County Council
Date:	

Table B.2 General Details

General details					
Highway scheme name and road number (A and B roads only)					
Type of Scheme:			Refer to Table 1 of Warwickshire County Council's Road Safety Audit Procedure (QP 321)		
RSA Stage (tick as appropriate)	1	2	3	4	Interim
Design organisation details					
Terms of reference					
e.g. DMRB or Manual for Streets					

Table B.3 Scheme Details

Scheme description/objective
General
Define the extents of the RSA, include a brief scheme description, the scheme objectives, a start date for construction if known and a completion date. In addition, for stage 4 RSAs, confirm when all related traffic management has been removed.
Design standards applied to the scheme design
e.g. DMRB
Design Speeds
Speed limits
Existing traffic flows/queues
Forecast traffic flows
Pedestrian, cyclist and equestrian desire lines
Environmental constraints

Table B.4 Locality

Description of locality
General description
Relevant factors which may affect road safety
Factors known to the design organisation and considered as part of the design. This should also include anything that would not be immediately obvious to the RSA team – such as school crossing patrols and large events, for example.

Table B.5 Analysis

Collision data analysis		
<p>If Warwickshire County Council are carrying out the audit, then Traffic and Road Safety Group will supply collision data.</p> <p>For external auditors please ensure that at stages 1, 2, and 3 the designer provides a summary of road traffic collision data covering both the extent of the scheme and the adjoining sections of highway. As a minimum the most recent 36 months of data.</p> <p>At stage 4, provide 12 months of post-opening validated road traffic collision data. Raw data should be provided as an appendix.</p>		
Departures from standards		
<p>Include status details, i.e. approved/pending/rejected, and any design strategy records produced for improvements to existing trunk roads and motorways.</p>		
Previous road safety audit stage reports, road safety audit response reports and evidence of agreed actions		
<p>Attach previous reports to the RSA brief, or provide an explanation where these are not available.</p>		
Strategic Decisions		
<p>Includes items outside the scope of this RSA which will not change irrespective of the RSA, for example route choice, junction type, approved departures from standard.</p>		
List of included documents and drawings		
Documents		
Reference and revision	Title	Date
<p>For example: previous RSA reports; design responses; departures; road traffic collision data; walking, cycling and horse riding assessment and reviews. This could include any relevant operational data such as damage-only collision data or incident logs.</p> <p>This list could be included as an attachment to the RSA brief or a hyperlink to a shared electronic location where the RSA brief information has been collated.</p>		
Drawings		
Reference and revision	Title	Date
<p>This list could be included as an attachment to the RSA brief or a hyperlink to a shared electronic location where the RSA brief information has been collated.</p>		

Table B.6 Checklist

Tick all that are included and provide reasons for those that are not included			
Site location plan		Scale layout plans	
Departures and relaxations from standards		Construction/typical details	
Previous RSA reports		Previous RSA response reports and evidence of agreed actions	
Collision data and collision data analysis		Road traffic collision plot	
Traffic signal staging		Traffic counts	
Speed surveys		Pedestrian, cyclist and horse-riding desire lines and volumes	
Walking, cycling and horse-riding assessment and reviews		Items outside the scope of the RSA/ strategic decisions	
Other factors that may impact on road safety		Design speeds/ speed limits	
Design standards used		Adjacent land uses	

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WARWICKSHIRE COUNTY COUNCIL Road Safety Audit Report Template

Project Details

Report Title:	Stage Choose an item. [Insert title]
Location:	[Road name, Area]
Date:	Click here to enter a date.
Document reference and revision	RSA [2XXX]
RSA Team Leader:	Name
RSA Team Member:	Name
Other person(s) involved:	Name

Warwickshire County Council
Transport and Highways
Communities
Shire Hall
Warwick
CV34 4SX
<http://www.warwickshire.gov.uk/roadsafety>



1.0 INTRODUCTION

- 1.1** This report results from a Stage No. Road Safety Audit on the [insert scheme description]. The report was requested by [insert person's name], Choose an item.
- 1.2** No member of the Audit Team has been involved with the design process.
- 1.3** A site visit was carried out on [Click here to enter a date.](#) by both auditors between the hours 10.00 and 12.00. The weather during the site visit was [fine/sunny/light rain/heavy rain] with a [damp/dry/wet] carriageway surface. Traffic flows were noted as being [heavy/light] and varied in type. Pedestrian flows were noted as being [heavy/light].
- 1.4** [Stage 3 only] – The scheme has been [fully/partially] completed with the following items not yet completed; [Insert items].
- 1.5** The drawings and documents supplied for audit are listed in Appendix A. An annotated plan showing the location of any problems identified is located in Appendix B.
- 1.6** The audit has been carried out in accordance with Warwickshire County Council's safety audit procedure Type A (RSA/A), a Road Safety Audit carried out in accordance with GG 119 guidance. – 'Road Safety Audit' of The Highways England's Design Manual for Roads and Bridges.
- 1.7** The Road Safety Audit Team has examined and reported only on the road safety implications of the scheme as presented and has not examined or verified the compliance of the designs to any other criteria. All comments and recommendations are referenced to the design drawings and documents supplied with the brief.
- 1.8** In accordance with Warwickshire County Councils Road Safety Audit procedures, it is a requirement that the Design Team in conjunction with the Project Sponsor prepare a Road Safety Audit Response Report, in response to the recommendations made within this audit. This should be completed and a copy of the final report sent to the Audit Team Leader for their information by [Click here to enter a date.](#) All responses should be submitted using Appendix C only.
- 1.9** For any recommendations that are not being adopted, the Design Team or Project Sponsor should notify the Audit Team Leader and discuss these issues to try to achieve a mutually agreed compromise. If an agreement cannot be reached, the Project Sponsor should then submit an Exception

Report to the Assistant Director for Communities for their decision. If an Exception Report is required, a narrative of the exchanges between the Design Team, Project Sponsor and Audit Team Leader should be detailed and submitted alongside the Road Safety Audit Response Form and Exception Report to the Head of Transport and Highways for their information.

2.0 PROPOSALS

[Description of scheme proposals required]


3.0 DEPARTURES FROM STANDARD


Choose an item.

4.0 ITEMS ARISING FROM PREVIOUS STAGE NO. AUDIT

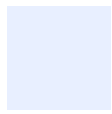
- 4.1** The road safety aspects of the [scheme name] were the subject of comment in the **Click here to enter a date**. Stage NO. Road Safety Audit Report. (Items XXX and XXX) These items remain a problem and are referred to again in the Road Safety Audit Report.
- 4.2** All other issues raised in the Stage NO. Road Safety Audit have been resolved.

5.0 ITEMS RAISED AT THIS STAGE NO. AUDIT

5.1 PROBLEM	
Location:	[Insert the location of the problem and reference to a scheme drawing.]
	
Summary:	[Provide a short summary of the problem]
[Describe the nature of the problem supported by background reasoning and include the type of collisions and/or road user injuries likely to occur]	
Recommendation:	
[Provide a proportionate and viable recommendation, based on the RSA stage, to eliminate or mitigate the identified RSA problem]	

5.2 PROBLEM	
Location:	[Insert the location of the problem and reference to a scheme drawing.]
	
Summary:	[Provide a short summary of the problem]
[Describe the nature of the problem supported by background reasoning and include the type of collisions and/or road user injuries likely to occur]	
Recommendation:	
[Provide a proportionate and viable recommendation, based on the RSA stage, to eliminate or mitigate the identified RSA problem]	

6.0 AUDIT TEAM STATEMENT

We certify that this road safety audit has been carried out in accordance with GG 119 with some relaxations as per WCC Road Safety Audit procedures.	
Road Safety Audit Team Leader	
Name:	Name
Signed:	
Position:	Choose an item.
Date:	Click here to enter a date.
Road Safety Audit Team Member	
Name:	Name
Signed:	
Position:	Choose an item.
Date:	Click here to enter a date.

APPENDIX A

LIST OF DRAWINGS AND DOCUMENTS PROVIDED FOR AUDIT

List of documents e.g. Brief, PIC Data, Traffic Flows, Departures, Previous RSA's, and Designers Responses.

Drawings	
Drawing Number	Description of Drawing

Other Documents	
Drawing Number	Description of Drawing

APPENDIX B

LOCATION PLAN OF IDENTIFIED PROBLEMS

WARWICKSHIRE COUNTY COUNCIL

Road Safety Audit Response Report Template

D1 Project details

Table D.1 Project details

Report title:	Include stage of RSA
Date:	Insert date
Document Reference and revision:	Insert unique document reference
Prepared by:	Insert design organisation
On behalf of:	Insert Project Sponsor details

Table D.2 Authorisation sheet

Project:	Insert project title
Report title:	Include stage of RSA
Prepared by:	Name
	Position
	Organisation
	Date
	Signature
Approved by:	Name
	Position
	Organisation
	Date
	Signature

D2 Introduction

Include a summary of the scheme, the stage of the RSA and the date or reference of the RSA report it relates to.

Provide details of the representatives from the design organisation who prepared the RSA response report.

D3 Key personnel

Table D.3 Key personnel

Overseeing Organisation's Representative(s):	Insert details of the personnel from the Overseeing Organisation responsible for agreeing the actions
Overseeing Organisation's RSA Audit Team Reviewer(s)*:	Insert details of the personnel from the Overseeing Organisation RSA Audit Team responsible for reviewing the response report and advising the OO's Representative
RSA Team:	Insert details of the personnel from the RSA team
Design organisation:	Insert details of the personnel from the design organisation

* Delete if not applicable

D4

Road Safety Audit Decision Log

Table D.3 Road Safety Audit decision log

RSA Problem	RSA recommendation	Design organisation response	Overseeing Organisation's RSA Audit Team review*	Overseeing Organisation's Representative's response	Agreed RSA action
Insert the original problem from the RSA report	Insert the original recommendation from the RSA report	Insert the design organisation's response	Insert the Overseeing Organisation's RSA Audit Team review response	Insert the Overseeing Organisation's Representative's response	Insert the design organisation's and Overseeing Organisation's agreed action to address the problem
Add rows for each problem from the RSA Report					

* Delete if not applicable

D5 Other matters considered relevant by the overseeing organisation

Table D.4 Other matters

MATTER	
Location:	Insert the location of the problem and provide reference to a scheme drawing
Summary:	Provide a summary of the matter of concern
RECOMMENDATION	
Provide a proportionate and viable recommendation to eliminate or mitigate the identified matter. This could include further scheme development to a subsequent RSA stage of further monitoring where insufficient information can be gathered from the available data.	

D6 Design organisation and Overseeing Organisation statements

Table D.5 Design organisation statement

On behalf of the design organisation I certify that:	
1) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the Overseeing Organisation; or	<input type="checkbox"/>
2) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit cannot be agreed and I wish to proceed to an exception report	<input type="checkbox"/>
Name:	
Signed:	
Position:	
Organisation:	
Date:	

Table D.6 Overseeing Organisation statement

On behalf of the Overseeing Organisation I certify that:	
1) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the design organisation and will be progressed; or	<input type="checkbox"/>
2) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit cannot be agreed and I wish to proceed to an exception report	<input type="checkbox"/>
Name:	
Signed:	
Position:	
Organisation:	
Date:	

WARWICKSHIRE COUNTY COUNCIL

Road Safety Audit Response Report (Planning Applications) Template

E1. Project details

Table E.1 Project details

Report title:	Include stage of RSA
Date:	Insert date
Document Reference and revision:	Insert unique document reference
Prepared by:	Insert design organisation
Planning Application ref:	Insert details
On behalf of:	Insert applicant details

Table E.2 Design Organisation's Authorisation sheet

Project:	Insert project title
Report title:	Include stage of RSA
Prepared by:	Name
	Position
	Organisation
	Date
	Signature
Approved by:	Name
	Position
	Organisation
	Date
	Signature

E2. Introduction

Include a summary of the scheme, the stage of the RSA and the date or reference of the RSA report it relates to.

Provide details of the representatives from the design organisation who prepared the RSA response report.

E3. Key personnel

Table E.3 Key personnel

Overseeing Organisation's Representative(s):	Insert details of the personnel from the Overseeing Organisation responsible for agreeing the actions
Overseeing Organisation's RSA Audit Team Reviewer(s)*:	Insert details of the personnel from the Overseeing Organisation RSA Audit Team responsible for reviewing the response report and advising the OO's Representative
RSA Team:	Insert details of the personnel from the RSA team
Design organisation:	Insert details of the personnel from the design organisation

* Delete if not applicable

E4. Road Safety Audit Decision Log

Table E.4 Road Safety Audit decision log

RSA Problem	RSA recommendation	Design organisation response	Overseeing Organisation's RSA Audit Team review*	Overseeing Organisation's Representative's response	Agreed RSA action
Insert the original problem from the RSA report	Insert the original recommendation from the RSA report	Insert the design organisation's response	Insert the Overseeing Organisation's RSA Audit Team review response	Insert the Overseeing Organisation's Representative's response	Options: 1. Resolved via Response Report 2. To be incorporated into design 3. To be dealt with by Exception Report
Add rows for each problem from the RSA Report					

* Delete if not applicable

E5. Other matters considered relevant by the overseeing organisation

Table E.5 Other matters

MATTER	
Location:	Insert the location of the problem and provide reference to a scheme drawing
Summary:	Provide a summary of the matter of concern
RECOMMENDATION	
Provide a proportionate and viable recommendation to eliminate or mitigate the identified matter. This could include further scheme development to a subsequent RSA stage of further monitoring where insufficient information can be gathered from the available data.	

E6. Design Organisation and Overseeing Organisation statements

Table E.6 Design Organisation statement

On behalf of the Design Organisation I certify that:	
1) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit have been discussed with the Overseeing Organisation; or	<input type="checkbox"/>
2) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit cannot be agreed and I wish to proceed to an exception report	<input type="checkbox"/>
Name:	
Signed:	
Position:	
Organisation:	
Date:	

Table E.7 Overseeing Organisation statement

On behalf of the Overseeing Organisation I certify that:	
1) The RSA process has been undertaken in accordance with the Overseeing Organisation's requirements. The actions and other matters identified in response to the road safety audit problems in this road safety audit have been discussed with the Design Organisation; or	<input type="checkbox"/>
2) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit cannot be agreed and an exception report is required	<input type="checkbox"/>
Name:	
Signed:	
Position:	
Organisation:	
Date:	