

PORTLAND

HIGHWAY CONSULTANTS

"safer by design"

Road Safety Audit Capabilities & Quality Assurance Technical Note No.1

OVERVIEW

Portland Highway Consultants Ltd is a company, based in the North East of England, which provides high quality road safety engineering, collision analysis, design and road safety audit services for Clients with responsibilities for the safety of all road users on the highway network.

Our primary focus lies within the public and private sector market across North East England, Cumbria, North Yorkshire and southern Scotland and being conveniently based at the centre this geographical region our fee proposals are extremely competitive and reflect minimal travel and subsistence costs required.

The geographical area within which **Portland Highway Consultants Ltd** operates comprises the highway network located in the following local authority areas:

- Durham County Council, Newcastle City Council, Gateshead Council, North Tyneside, South Tyneside, Sunderland City, Cumbria, Hartlepool Borough Council, Middlesbrough Council, Redcar and Cleveland Borough Council, Northumberland County Council, Stockton-On-Tees Borough Council, Darlington Borough Council, North Yorkshire County Council, City of York Council, Ryedale District Council, Harrogate Borough Council, Scarborough Borough Council, Scottish Borders Council, Dumfries and Galloway Council, East Lothian Council, Mid Lothian Council, West Lothian Council, South Lanarkshire Council and Edinburgh City Council.

Portland Highway Consultants Ltd can also undertake sub-contract work for any required Road Safety Audits required on the Motorway and Trunk Road Network under the control of Highways England and Transport Scotland subject to necessary approvals from those highway Authorities.

It is anticipated that the geographical coverage of the company will expand in future years as the business develops. The company will however accept work proposals from outside the above geographical areas throughout England, Scotland, Wales, Northern Ireland, Republic of Ireland, Europe and the Middle East which will be assessed on a case by case basis. Our fee proposals will however reflect potential additional travel costs and subsistence/accommodation costs.

ROAD SAFETY AUDIT CAPABILITY

Portland Highway Consultants Ltd has the necessary experience and expertise to undertake any stage of Road Safety Audit on any type of highway improvement scheme. Its Clients receive a comprehensive service, from advice upon, and the undertaking of, all stages of Road Safety Audit in accordance with the prevailing standard, to advice upon or establishment of bespoke Road Safety Audit procedures.

In this statement we illustrate our presence and expertise, demonstrate our awareness of and flexibility of approach to the different Highway Authority standards, outline our own Road Safety Audit practices in accordance with those standards, and our commitment to training and development.

STRATEGIC MANAGEMENT

Under the guidance and leadership of its Company Director John Mather **Portland Highway Consultants Ltd** has established a network of expert Associates, enabling the company to provide a wide ranging, and fully HD19/15 compliant, Road Safety Audit service. Our Associates are experienced, qualified, well respected in the field of Road Safety Audit and highly capable. Our Associates are personally known to the Company Director who has worked with them over many years and on numerous projects. Our Associates are trusted and we value their knowledge and expertise.

Company Director John Mather has personally undertaken in excess of 1250 Road Safety Audits on both the Motorway & Trunk Road and Local Road Network's in England, Scotland and The Republic of Ireland across a wide variety of scheme type. Through our network of Associates **Portland Highway Consultants Ltd** can draw upon other experienced Audit Team Leaders and Audit Team Members, as required, resulting in our ability to promptly assemble a very experienced Road Safety Audit Team anywhere across the geographical area within which we operate.

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WORKING TO STANDARD

Portland Highway Consultants Ltd has a comprehensive working knowledge of all of the UK Road Safety Audit Standards which not only demonstrates our adaptability when it comes to undertaking Road Safety Audits under the different standards, but also our flexibility in approach. These include:

Strategic Road Network Standards

In 2015, the Department for Transport published a revised Standard for Road Safety Audits as part of the Design Manual for Roads and Bridges (DMRB). Superseding the previous Standard published in 2003, HD19/15 is the prime source of guidance for Road Safety Audits undertaken on motorways and trunk roads in the UK and has been widely adopted by many Local Authorities as "best practice" for local roads.

With the onus in this Standard being to ensure all Audit Teams are made up of experienced and qualified staff, all of our Road Safety Auditors meet the requirements of this Standard. The majority of our Auditors are current accredited members of the CIHT Society of Road Auditors (MSoRSA) and hold the Certificate of Competency in Road Safety Audit (Highways England and EU approved). It is a mandatory requirement that at least one member of the Audit Team holds this certificate when undertaking Road Safety Audits on the Trans European Network and Highways England Strategic Road Network.

Chartered Institute of Highways & Transportation (CIHT) Guidelines

The Guidelines for the Safety Audit of Highways was published in 1990 in response to the growing number of Local Authorities beginning to undertake Road Safety Audits. Revised in 1996 and 2008 to reflect the current practices of both local Authorities and consultants undertaking Road Safety Audits, Portland Highway Consultants Ltd Auditors are well versed in applying this standard.

Local Authority Procedures

Many local authorities use either the DMRB Standard or the IHT guidelines for the undertaking of Road Safety Audits, whilst some use a combination of the two. However, some authorities have recognised the need to develop their own Road Safety Audit procedures to reflect local policy and conditions. Portland Highway Consultants Ltd offers a flexible approach to these policies and procedures and can undertake Road Safety Audits in accordance with such local procedures.

In addition, following extensive research into local conditions, policies and needs of a Local Authority, we are also available to assist Clients in the preparation of their own bespoke Road Safety Audit procedures.

COMPANY PROCEDURES

Quality Assurance

All Road Safety Audits are undertaken under a management system that minimises the need for duplication, provides simple to follow procedures and good management practices, ensures compliance with standards and provides Auditors with the ability to undertake activities in a consistent and predictable manner. This application of best practice, guidance and recommendations not only minimises the risk to the company it also gives a clear demonstration to Clients that we conduct our business in a controlled manner.

Portland Highway Consultants Ltd is Professional Indemnity and Public Liability insured.

Standard Documentation

In order to maintain full control over the Road Safety Audit process, and provide a consistent level of service to Clients, a number of standard documents are used by all Road Safety Auditors throughout the company. These are:

- Road Safety Audit Brief – Based upon the HD19/15 standard for use with external Clients;
- Road Safety Audit Checklist – List of items to be provided to the Road Safety Audit Team;
- Report Templates (Stage 1,2,3 & 4) – this ensures all reports are consistent throughout the company; and
- Designers Response Template or Exceptions Report Template– should these be required.

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CLIENT LIAISON

Before any Audit is undertaken our Audit Team seek to develop links with the Design Team, whilst maintaining independence from the scheme design. This ensures a two-way flow of information to enable the Audit Team to understand how designs have been developed and allow the Design Team to understand the basis of Audit recommendations.

EXPERIENCE, TRAINING and DEVELOPMENT

The cornerstone of the HD19/15 Standard, in terms of Auditor accreditation, is demonstration of experience and training as follows:

- Number of years involved in Accident Investigation or Road Safety Engineering;
- Road Safety Audits involved in within the last 12 and 24 months;
- Number of days formal Accident Investigation or Road Safety Engineering training (10 days); and
- Number of Days Continual Professional Development (CPD) in past 12 months (2 days).

All of the **Portland Highway Consultants Ltd** Auditors hold Road Safety Audit CV's which demonstrate how the above requirements are met. The CV's are continually reviewed to ensure full compliance. In each 12-month period our Auditors must undertake at least two accredited CPD days in order that their CV's can be renewed. This ensures continued development of Auditor knowledge. See example **Portland Highway Consultants Ltd** Road Safety Audit CV in **Technical Note No.2**.

Portland Highway Consultants Ltd can also provide Road Safety Audit training when required which is designed to raise the awareness of Road Safety Audit.

UNDERTAKING THE ROAD SAFETY AUDIT

Our Audit Teams are competent in the management and undertaking of all four stages of Road Safety Audit. These are:

Stage 1 – Completion of Preliminary Design (Order publication Stage)

This is the last opportunity to consider land implications, paying particular attention to horizontal and vertical alignments, tie-ins, junction layouts and concept road markings and signing. Major changes are limited after this Stage

Stage 2 – Completion of Detailed Design (Tender Documentation Stage)

At this Stage a full set of Contract Drawings including junction layouts, sign positions, markings, lighting etc. should be made available. In addition, any issues outstanding from the Stage 1 RSA will be reviewed.

Stage 3 – Completion of construction / substantial completion

Ideally undertaken before opening to live traffic (or within 1 month of this is not possible), this minimises potential risk to both road users and the Audit Team traversing the site. The site will be examined from all road users' viewpoints (drive, ride, walk and/or cycle) during the hours of daylight and darkness. Again the previous stage RSA will be reviewed.

Stage 4 – 12 months and 36 months after opening

This Stage of RSA primarily analyses any collision data recorded since the scheme opened to traffic and seeks to identify any common locations or causation factors. This RSA also looks at changes in type, population and other variables against control data and suggests remedial measures to be undertaken.

FURTHER READING

Portland Highway Consultants Ltd has also produced **Road Safety Advice Note No.3 (Pre-Application Stage)** and **Road Safety Advice Note No.4 (s278/s38 Agreement Stage)** which may be of particular use to Developers, and their Design Organisations, where they require further information and advice on the Road Safety Audit process in order to obtain planning permission for Developments and to satisfy planning conditions placed upon them through s278 or s38 agreements.

If you are developing a scheme, and would like to benefit from our very competitive Road Safety Audit services, please contact:

John Mather, Company Director, Portland Highway Consultants Ltd for a quote and to arrange an audit.

Telephone: **0795 6443349**

Email: **john@portlandhighwayconsultants.co.uk**

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