

## **SCOTTISH MINISTERS' REQUIREMENTS**

### **SCHEDULE 6 PART 3**

#### **ROAD SAFETY AUDITS**

<b>CONTENTS</b>	<b>Page No.</b>
<b>1. GENERAL</b>	<b>1</b>
1.1 Introduction	1
1.2 Role of Operating Company	1
<b>2. ROAD SAFETY AUDITS UNDERTAKEN BY THE OPERATING COMPANY</b>	<b>1</b>
2.1 Clarifications and amendments to the Design Manual for Roads and Bridges	1
2.2 Requirements	1
<b>3. SCOPES AND STAGES OF ROAD SAFETY AUDITS</b>	<b>2</b>
3.1 Procedures	2
3.2 Stage 1 – Preliminary Design	2
3.3 Stage 2 – Detailed Design	3
3.4 Stage 3 – Completion of Construction	4
3.5 Stage 4 – Monitoring	4
<b>4. OTHER ROAD SAFETY AUDITS</b>	<b>5</b>
4.1 Road Safety Audits of Schemes Designed or Constructed by Others	5
4.2 Road Safety Audits Carried Out by Others	5
<b>5. CERTIFICATION</b>	<b>5</b>
5.1 Requirements	5



## SCOTTISH MINISTERS' REQUIREMENTS

### SCHEDULE 6 PART 3

#### ROAD SAFETY AUDITS

#### 1. GENERAL

##### 1.1 Introduction

- 1.1.1 Road safety audits shall be undertaken in accordance with the *Design Manual for Roads and Bridges* and, where applicable, the *European Community Directive 2008/96/EC*.

##### 1.2 Role of Operating Company

- 1.2.1 The Operating Company shall organise road safety audits of Schemes for which it will be carrying out the Design and or supervision of the Operations and Works and the associated temporary traffic management.
- 1.2.2 The Director has the right, at his sole discretion, to instruct a third party to undertake the road safety audit, for example where an Operating Company conflict of interest is identified.
- 1.2.3 On receipt of an Order, the Operating Company shall be required to carry out road safety audits on Schemes designed or constructed by others.
- 1.2.4 The requirements of road safety audits shall be managed by the Road Safety Manager.
- 1.2.5 The Operating Company shall maintain and update the Route Safety File which shall contain details of all Stage 1, 2, 1/2, 3 and 4 road safety audit reports, including audits undertaken by third parties, in relation to that Route.

#### 2. ROAD SAFETY AUDITS UNDERTAKEN BY THE OPERATING COMPANY

##### 2.1 Clarifications and amendments to the Design Manual for Roads and Bridges

- 2.1.1 For the purposes of paragraphs 2 and 3 of this Part, the following are clarifications of definitions given in the *Design Manual for Roads and Bridges*:

design organisation                      means the designated Design team responsible for the Scheme within the control of the Operating Company,

Project Sponsor                          means the Operating Company's Representative except where expressly provided otherwise in this Contract.

- 2.1.2 The words "Project Sponsor" as referred to in paragraphs 2.48 to 2.51 inclusive of HD19/03 of the *Design Manual for Roads and Bridges* shall be deleted and replaced with "Director" for paragraphs 2 and 3 of this Part.

##### 2.2 Requirements

- 2.2.1 The Operating Company shall submit its nominated personnel for the roles of the audit team members and audit observers to the Director for written consent.
- 2.2.2 The Operating Company shall demonstrate the competence of the nominated audit team members by submitting details of their training and experience to the level

required by paragraph 2.57 of HD19/03 of the *Design Manual for Roads and Bridges*, to the Director.

- 2.2.3 The Director must be satisfied that the team has adequate and relevant training, skills and experience for each road safety audit undertaken.
- 2.2.4 The Director shall not give consent to any nominated personnel if he considers that they lack the necessary experience and training or if their independence is in doubt. In such cases the Director shall instruct the Operating Company to submit alternative nominees for consideration.
- 2.2.5 Once consented to by the Director, the nominated individuals may be called upon to take part in road safety audits in the role for which consent has been given.

### **3. SCOPES AND STAGES OF ROAD SAFETY AUDITS**

#### **3.1 Procedures**

- 3.1.1 The scopes and stages of road safety audits are stated in HD19/03 of the *Design Manual for Roads and Bridges*.
- 3.1.2 The Operating Company shall ensure that two copies of each road safety audit report, including any attachments, is sent to the Director within five Working Days of being undertaken.
- 3.1.3 The Operating Company shall ensure that all issues raised by the audit team are given due consideration by the design organisation.
- 3.1.4 The Operating Company shall submit to the Director two copies of an exception report, when required, for any stage of a road safety audit where the design organisation considers the comments provided within the road safety audit report are not viable or applicable within the scope of the project. The Operating Company shall ensure the report gives reasons and proposes alternatives in the exception report for the Director's approval.
- 3.1.5 The Operating Company shall submit two copies of the audit brief to the Director for comment.
- 3.1.6 The requirements for road safety audits on Schemes which meet the criteria for audits referred to in this Part are in addition to any other requirements for road safety audits stated in the *Design Manual for Roads and Bridges*.

#### **3.2 Stage 1 – Preliminary Design**

- 3.2.1 The preliminary Design for a Scheme shall be subjected to a stage 1 road safety audit.

The Operating Company shall ensure that the design organisation, in addition to meeting the requirements of the *Design Manual for Roads and Bridges*, submits the following information to the road safety audit team where relevant:

- (i) 1:1250 or 1:2500 scale general layout drawings showing horizontal and vertical alignment details together with visibility requirements including details of:
  - (a) junctions,
  - (b) drainage,

- (c) landscaping,
- (d) accesses,
- (e) utilities,
- (f) lay-bys,
- (g) sign gantries,
- (h) traffic signals, and
- (i) street lighting,
- (ii) 1:500 scale plans of special features and interfaces with existing roads,
- (iii) standard details and typical cross sections including road restraint systems,
- (iv) accident data including locations,
- (v) traffic flows including vehicular, pedestrian, cyclist and equestrian movements, and
- (vi) details of relaxations and departures from standards as stated and defined in the *Design Manual for Roads and Bridges*.

3.2.2 The Operating Company shall ensure that the design organisation has addressed all matters raised in the road safety audit report before progressing to the next stage.

### **3.3 Stage 2 – Detailed Design**

3.3.1 The detailed Design shall be subjected to a stage 2 road safety audit.

3.3.2 The Operating Company shall ensure that the design organisation submits to the road safety audit team any information not previously submitted, or information amended from that given at stage 1 and, where applicable, with:

- (i) 1:500 scale Scheme plans of the road layout showing all junctions including verges and extent of side slopes,
- (ii) drawings showing:
  - (a) road restraint systems,
  - (b) pedestrian guard rails,
  - (c) bridge parapets,
  - (d) walls,
  - (e) other Structures,
  - (f) signs including location, poles, arrangements and sign fascia,
  - (g) road markings,
  - (h) lighting, and
  - (i) other features,
- (iii) drawings showing road surface contours, drainage details and carriageway details,
- (iv) traffic signal and integrated traffic systems details, and
- (v) copies of the previous road safety audit and exceptions reports.

- 3.3.3 The Operating Company shall ensure that all amendments to the Design required as a result of the stage 2 road safety audit shall be incorporated into the Design of a Scheme before the Site Operations, or procurement of Works Contracts, commences.

### **3.4 Stage 3 – Completion of Construction**

- 3.4.1 The Operating Company shall give the Director at least 14 days' notice in writing when a Scheme, or any part thereof, is ready for a stage 3 road safety audit.
- 3.4.2 Fourteen days prior to the due date, the Operating Company shall invite representatives of the Director, the design organisation, and the Police to attend all stage 3 road safety audits to offer their views. These representatives do not constitute part of the road safety audit team and the responsibility for the production of the road safety audit report shall remain with the audit team leader.
- 3.4.3 The audit team leader shall provide immediate feedback to the representative(s) of the Director while on Site in relation to any road safety concerns raised in the stage 3 road safety audit.
- 3.4.4 The Operating Company shall discuss the findings on Site and any previous exception reports with the Director prior to any additional work being carried out. This feedback and discussion shall be included the stage 3 road safety audit report.
- 3.4.5 The Operating Company shall ensure that additional work, together with any corrective work, is incorporated into the Scheme. The Director shall issue an Order for any additional work required that has been identified in the stage 3 road safety audit report. In the case of a Works Contract, any additional and or corrective work shall be completed before a Certificate of Completion is issued under the Works Contract.

### **3.5 Stage 4 – Monitoring**

- 3.5.1 Stage 4 monitoring shall include any Scheme for which construction was completed before the Commencement of Service Date.
- The stage 4 monitoring report shall include the accident data logged in the Integrated Roads Information System for 12 months and 36 months after the Scheme becomes operational.
- 3.5.2 The Operating Company shall notify the Director no later than four weeks before the due date of the 12 month and 36 month stage 4 monitoring reports.
- 3.5.3 The Operating Company shall submit a stage 4 road safety audit report to the Director that provides an analysis of accidents as stipulated in the *Design Manual for Roads and Bridges* and provides details of any operational issues arising from the works that were not apparent at the stage 3 road safety audit.
- 3.5.4 Where the Director procures a stage 4 road safety audit from a third party, the Operating Company shall, subject to an Order, provide information required for the analysis of accidents and descriptions of operational difficulties to the third party.
- 3.5.5 The Operating Company shall discuss the findings of the stage 4 road safety audit report with the Director.
- 3.5.6 The Director shall issue an Order to the Operating Company to cover any additional work required as a result of the reports.

#### **4. OTHER ROAD SAFETY AUDITS**

##### **4.1 Road Safety Audits of Schemes Designed or Constructed by Others**

- 4.1.1 Subject to an Order, the Operating Company shall perform road safety audits on schemes located within the Unit which will be, or were, designed or constructed by others. In such cases, the Operating Company shall perform the relevant road safety audit as required by this Part.

##### **4.2 Road Safety Audits Carried Out by Others**

- 4.2.1 Schemes promoted by others, where the design organisation is outwith the control of the Operating Company, shall be the subject of road safety audits carried out on behalf of the promoters of the schemes and the reports shall be submitted to the Director who will provide them to the Operating Company for review. Subject to an Order, the Operating Company, shall review and comment to the Director on any points of concern contained within such road safety audit reports.

#### **5. CERTIFICATION**

##### **5.1 Requirements**

- 5.1.1 The Operating Company shall complete a road safety audit certificate at the completion of each road safety audit and submit such certificate to the Director within five Working Days of the road safety audit being undertaken. The certificate shall be in the form shown in Schedule 6 Part 4.