

This is Document “Schedule 6 Part 3” referred to in this Contract

SCOTTISH MINISTERS’ REQUIREMENTS

SCHEDULE 6 PART 3

ROAD SAFETY AUDITS

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SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 6 PART 3

ROAD SAFETY AUDITS

1 GENERAL

1.1 Introduction

1.1.1 A road safety audit and audit stages as referred to in HD 19/03 of the DMRB shall be the evaluation of a Trunk Road Scheme during

- (i) Design
- (ii) construction and
- (iii) post-construction periods to identify
- (iv) before the Scheme shall be opened to traffic and
- (v) for a period after opening

potential safety hazards which may affect any type of road user and to suggest measures to eliminate or minimise these problems.

Road safety audits shall be undertaken on all Schemes on Trunk Roads which involve permanent change to the existing Trunk Road layout and on temporary traffic management measures or installations where the Trunk Road layout shall be significantly altered even for short durations.

1.1.2 Road safety audits shall be carried out in accordance with the DMRB.

1.2 Role of Operating Company

1.2.1 The Operating Company shall be responsible for procuring road safety audits of Schemes for which the Operating Company shall be carrying out the Design or supervision of the Operations and Works and on the temporary traffic management.

The Operating Company shall be required to carry out road safety audits on schemes designed or constructed by others.

1.2.2 Road safety audits shall be managed by the Road Safety Manager.

2 CLARIFICATIONS AND AMENDMENTS TO THE DMRB

2.1 Definitions

2.1.1 For the purposes of this Part 3 of this Schedule 6 the following shall be clarifications of definitions given in the DMRB

Design Organisation means a designated team within the Operating Company organisation.

Project Sponsor means the Operating Company's Representative except where expressly provided otherwise in accordance with

this Contract including but not limited to the provisions of paragraph 2.2.1 of this Part 3 of this Schedule 6.

Audit Team

the Audit Team to be provided by the Operating Company which shall be independent of the Designer and the Core Management Team.

2.2 Requirements

2.2.1 The words “Project Sponsor” as referred to in paragraph 2.48 to 2.51 inclusive of HD19/03 of the DMRB shall be deleted and replaced with “Director”.

2.2.2 The Operating Company shall submit to the Director for written consent the names of proposed road safety audit

- (i) Road Safety Auditors
- (ii) team members and
- (iii) observers.

2.2.3 The Director shall not consent to any individual if he considers that he or she lacks the necessary experience and training or if their independence shall be in doubt.

In such cases the Operating Company shall be instructed to submit alternative candidates for consideration.

2.2.4 Once consented to by the Director the individuals may with the written consent of the Director be called upon to take part in road safety audits in the designated role of

- (i) Road Safety Auditors
- (ii) team members or
- (iii) observers.

The Audit Team as referred to in HD 19/03 of the DMRB shall have had no previous connection with the Design or check of the Design.

2.2.5 When proposing the Audit Team personnel to the Director the Operating Company shall submit the curricula vitae of each road safety audit

- (i) Road Safety Auditor
- (ii) team member and
- (iii) observer.

The training and experience of the Audit Team shall be as identified in HD19/03 of the DMRB.

3 SCOPES AND STAGES OF ROAD SAFETY AUDITS

3.1 Procedures

3.1.1 The scopes and stages of road safety audits shall be set out in HD19/03 of the DMRB.

3.1.2 The Operating Company shall ensure that two copies of each road safety audit report including any attachments shall be sent to the Director within 5 Working Days of the road safety audit being undertaken.

3.1.3 The Project Sponsor shall ensure that all problems raised by the Audit Team shall be given due consideration by the Designer.

3.1.4 The Operating Company shall submit to the Director two copies of an exception report for all stages of road safety audits in which all problems and recommendations raised in the road safety audit shall be accepted by the Operating Company.

3.1.5 The requirements for road safety audits on Schemes which meet the criteria for audits as referred to in this Part 3 of this Schedule 6 shall be in addition to any other requirements stated in the DMRB.

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 Designer in addition to meeting the requirements of the DMRB submit to the Audit Team the following information where relevant

- (i) 1:1250 or 1:2500 scale general layout drawings showing horizontal and vertical alignment details together with visibility requirements.

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

shall also be provided

- (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 but not limited to
 - (a) vehicular
 - (b) pedestrian
 - (c) cyclist and
 - (d) equestrian movementsand
- (vi) details of relaxations and departures from standards as set out and defined in the DMRB.

3.2.2 The Operating Company shall ensure that the Designer properly addresses all matters raised in the road safety audit report.

Any subsequent amendments to the Design or actions required by the Audit Team as a result of the audit shall be incorporated in the Design 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 Designer submits to the Audit Team any information not previously submitted at stage 1 and where applicable with

(i) 1/500 scale Scheme plans of the road layout showing all junctions including but not limited to

- (a) verges and
- (b) 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 but not limited to
locations
pole arrangements and
sign fascia
- (g) road marking
- (h) lighting and
- (i) other features

(iii) drawings showing

- (a) road surface contours and
- (b) carriageway details and

(iv) traffic signal information.

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

- (i) Site Operations or
- (ii) procurement or construction of Works is commenced.

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 shall be ready for a stage 3 road safety audit and shall make arrangements for all interested parties attending on Site.
- 3.4.2 The Operating Company shall ensure that in addition to the attendance by the Audit Team representatives of the Director and the Police shall be invited to take part in the audit.
- Other parties with specialist interests in particular Schemes shall also be invited.
- 3.4.3 As far as possible any road safety concerns raised at the stage 3 road safety audit shall be resolved by discussions on Site although the Road Safety Auditor shall include all the relevant issues and conclusions in the subsequent stage 3 road safety audit report.
- 3.4.4 The Operating Company shall discuss the findings of the stage 3 road safety audit report with the Director prior to any additional work being carried out.
- 3.4.5 The Director shall issue an Order to cover any additional work identified by the Road Safety Auditor and the Operating Company shall ensure that this additional work together with any corrective work shall be incorporated into the Scheme. 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 The Operating Company shall advise the Director in writing of the need for a stage 4 road safety audit four weeks prior to three years after the date of completion of construction of a Scheme.
- In this respect a Scheme shall include any Scheme for which construction was completed before the commencement of the First Annual Period.
- 3.5.2 The Director shall issue an Order to the Operating Company to carry out a stage 4 road safety audit and the Operating Company shall carry out the road safety audits and shall submit road safety audit reports that
- (i) provide the analysis of accidents as stipulated in the DMRB and
 - (ii) highlight details of any operational difficulties that were not apparent at stage 3 road safety audit.
- 3.5.3 Where the Director procures a stage 4 road safety audit from a third party the Operating Company shall provide to the third party
- (i) information required for the aforesaid analysis of accidents and
 - (ii) descriptions of operational difficulties.
- 3.5.4 The Operating Company shall discuss the findings of the stage 4 road safety audit report with the Director.
- The Director shall issue to the Operating Company an Order to cover any work required as a result of the said reports.

4 OTHER ROAD SAFETY AUDITS

4.1 Temporary Traffic Management Measures and Installations

- 4.1.1 Paragraph 1.3.2 of the Code of Practice “The Reduction of Traffic Delays at Roadworks” issued on behalf of The Scottish Office and the County Surveyors Society Scotland states that

“A formal road safety audit of proposals for signing and coning of works is desirable in all cases.”

- 4.1.2 Where traffic management measures shall be sufficiently complex or extensive for them to be specified in advance of Operations Works and works by third parties the Operating Company shall undertake stage 2 and stage 3 road safety audits.

The Operating Company shall ensure that all of the agreed measures shall be properly set out on the ground before the traffic measures and installations shall be put into operation.

4.2 Road Safety Audits of Schemes Designed or Constructed by Others

- 4.2.1 The Operating Company shall perform road safety audits on schemes located within the Unit which shall be or shall have been designed or constructed by third parties.

In such cases the Operating Company shall perform the road safety audit as relevant and as referred to in paragraphs 3.3.1 and 3.4.1 of this Part 3 of this Schedule 6.

4.3 Road Safety Audits Carried Out by Others

- 4.3.1 Schemes promoted by others shall be the subject of road safety audits carried out on behalf of the promoters of the schemes and reports shall be submitted to the Director.

In such cases the Operating Company shall review and comment on any points of concern contained within road safety audit reports prepared and provided by others.

5 CERTIFICATION

5.1 Requirements

- 5.1.1 The Operating Company shall complete a road safety audit certificate as referred to in paragraph 5.10 of Part 1 of Schedule 6 at the completion of each road safety audit and submit such certificate to the Director within 5 Working Days of the road safety audit being undertaken.