

# HIGHWAY SAFETY INSPECTION

BECAUSE TRAINING MATTERS

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**SKILLS  
TRAINING  
CENTRE**

# HIGHWAY INSPECTOR TRAINING

## Options

The Skills Training Centre offers a range of specialised training and unique assessment packages, specifically designed to assist organisations in meeting local and national standards and a range of enforcement requirements.

Some courses are recognised by the Institute of Highway Engineers (IHE) and the UK Roads Board.

## INTRODUCTION

Throughout the UK there is a widespread recognition of the importance of highway maintenance and the high value placed on this, both by users and the wider community. There is also an understanding of the serious consequences of failure to invest adequately and effectively in maintaining the local highway network, in particular the progressive deterioration of safety, reliability and quality, eventually requiring even greater levels of investment in the future. This high profile, both in policy and financial terms, for highway maintenance requires a correspondingly increased emphasis on management and systems to support service delivery.

The Highways Act 1980 sets out the main duties of highway authorities in England and Wales. In particular, Section 41 imposes a duty to maintain highways maintainable at public expense, and almost all claims against authorities relating to highway functions arise from the alleged breach of this section. Section 58 provides for a defence against action relating to alleged failure to maintain on grounds that the authority has taken such care as in all the circumstances was reasonably required to secure that the part of the highway in question was not dangerous for traffic.

The ALARM Report 2023/2024 reports that the average number of claims received by local authorities in England and Wales has increased in number by 80% to 421 per authority, with 89% of the total reportedly relating specifically to potholes.

The cost of road user compensation claims in England and Wales in 2023/24 totalled in excess of £15 million, with a further £13.6 million being paid in staff costs associated with dealing with those claims. This is up 27% from the previous year, and amounts to the equivalent of £142.15 paid out per mile of road.

Safety inspections are primary section 58 evidence of the Highway Authorities' compliance with their duty to maintain highways maintainable at public expense, through inspection and repair regimes and provide essential evidence when faced with claims for compensation.

The Code of Practice for Well Managed Highways Infrastructure recommends that the establishment of an effective regime of inspection, assessment and recording is the most crucial component of highway maintenance. The characteristics of the regime, including frequency of inspection, items to be recorded and nature of response, should be defined following an assessment of the relative risks associated with potential circumstances of network condition. These should be set in the context of the authorities' overall policy and maintenance strategy.

# ASSURED PROFESSIONAL CERTIFICATE

## in Highway Inspection

### FURTHER BACKGROUND

When a claim goes to court it is common for the Highway Safety Inspector to be called to give evidence and to be questioned by the counsel for the plaintiff as to their credentials and therefore the reliability of their safety inspections. Irrespective of the length of time that the inspector has held the position and their other relative experience, doubt will always be cast upon the individual's ability to carry out a thorough safety inspection if they are unable to sufficiently evidence the training and assessment they have received.

The UK Roads Board has set minimum competency standards for Safety Inspectors as set out in the IHE Training and Certification Scheme. Highway Authorities must be able to demonstrate that their safety inspection team have been assessed against these standards.

The City & Guilds Assured Professional Certificate in Highway Safety Inspection programme has been written to give a graded structure of assessed achievement for those engaged in carrying out inspections on highways and is recognised by the Institute of Highway Engineers as meeting the appropriate standards for registration on the Highway Inspectors Register.

This is a four day training programme followed by a formal assessment and is designed to train candidates to undertake highway safety inspections based on the national Code of Practice for Well Managed Highways Infrastructure (WMHI), and Highway Liability and Risk.

As well as the WMHI, the course content includes basic highway construction, relevant legislation and locally determined policies and procedures.

Assessment is by written examination followed by individual practical assessments of a walked highway safety inspection. An additional driven assessment element is included in the form of video footage which individually assessed.

### TAILORED COURSE OPTIONS

The City & Guilds Assured Professional Certificate in Highway Safety Inspection programme recognises that each highway authority will have differing safety inspection policies and each training course can be adapted to train and assess inspectors according to their local policies.

Prior to the start of training, for tailored Highway Safety Inspection courses, clients are asked to submit all relevant documentation to the Skills Training Centre where it is checked to ensure that it meets the recommendations of the code of practice. If the policy has not yet been formulated then inspectors can be trained and assessed entirely against the code of practice.

This desk top exercise is followed by a meeting with the client to discuss final details and is an opportunity for highways managers to have their procedures independently checked against the recommendations of the code.

# COURSE OUTLINE

## WHO SHOULD ATTEND?

All people who are responsible for carrying out safety inspections of those highways that are maintainable at public expense. The administration and supervisory structure staff that manage those people monitor and record their findings both for maintenance and legal purposes, equally pro-active & re-active situations

## AIMS

This course aims to provide delegates with:

- ▶ Very clear knowledge of what Safety Inspections are, the detail of what they consist of, associated documentation and related timelines.
- ▶ The required basic knowledge of highway structures, elements etc and how these criteria figure in inspections.
- ▶ The means to understand defects and how they are categorised based on their own local Highway Management Plan and/or the national Code of Practice.

## OBJECTIVES

By the end of the course delegates will be able to:

- ▶ Explain their responsibilities under the Health & Safety at Work Act 1974 and other relevant regulations
- ▶ Discuss areas of potential danger associated with their job and the procedures in place
- ▶ Carry out a straightforward risk assessment
- ▶ Explain the correct reporting procedures
- ▶ Identify the different types of structures, elements etc so that they can be inspected and assessed correctly
- ▶ Be aware of how their own responsibilities have an effect on the implementation of safety inspections
- ▶ Be aware how legislation relates to/affects the outcome of safety inspections with regards to claims and the authorities ability to be able to challenge those claims successfully
- ▶ Have a basic knowledge of Signing, Lighting & Guarding a work-site
- ▶ Recognise defects then categorise and record them correctly

## CONTENT

- ▶ Background of the Well-Managed Highways Infrastructure – Code of Practice
- ▶ The HAUC Specification
- ▶ Highways Act 1980
- ▶ Roadwork 'Theory & Practice' the black book
- ▶ Local Highway Management Plan
- ▶ Road categories, structures, highway elements
- ▶ Legal requirements
- ▶ Safety at Streetworks & Roadworks a Code of Practice 'red book'
- ▶ Road Classification & hierarchy + traffic sensitivity
- ▶ Record Keeping and Risk Assessment
- ▶ NRSWA 1991
- ▶ Woolf Protocols





## **ABOUT ASSURED**

Recognition that the systems and processes an organisation has in place to plan, design, deliver and evaluate learning or training meet the global quality standards set by City & Guilds and ILM: the Assured Benchmark Standards.

Assured is designed to enable continuous improvement through advisory support, tailored to the needs of individual organisations and delivered by leading L&D specialists from City & Guilds and ILM.

## **ABOUT CITY & GUILDS**

Founded in 1878 to develop the knowledge, skills and behaviours needed to help businesses thrive, City & Guilds offers a broad and imaginative range of products and services that support millions of people achieve their potential through work-based learning.

City & Guilds believes in a world where people and organisations have the confidence and capabilities to prosper, today and in the future, and works with like-minded partners to develop the skills that industries demand across the world.



## CLIENT'S EXPERIENCES

These comments from three local authorities demonstrate the real value of the training and assessment process.

N.B. They refer to the former title of the course that ran as 6033 Units 301 and 311.

*"Since undertaking the training some 18 months ago, I have seen significant improvements to the service. I now have a team of inspectors who fully understand:*

- ▶ *The legal background to highway maintenance*
- ▶ *The reasons why inspections are to be carried out*
- ▶ *What a safety defect is*
- ▶ *Council policies: such as the winter maintenance plan and highway maintenance plan*

*Additionally, improvements have been seen in our insurance claims from two areas, namely:*

- 1 *We are able to repudiate a high percentage of insurance claims using our statutory defences i.e. policy in place and demonstration of it being adhered to through inspection.*
- 2 *Also, when inspectors have been required to present evidence at court, they are able to say they have a qualification in highway inspection and this together with the legal training they have received, enables them to present detailed and technical evidence at court.*

*Therefore, our success rate at court is also very high.*

*Indeed, we are in the top quartile if high performing highway authorities in Wales in this area! I consider the training that my officers undertook was cost effective and very successful."*

*Christina Harray, Torfaen*

*"Without exception, our inspection staff have found this assessment to be a challenging but rewarding experience.*

*By achieving this unit (311), it has been confirmed to both my staff and myself the increased emphasis now placed on the need for accurate inspection and monitoring. I feel that inspecting to a recognised national standard, as recommended in the Code of Practice, has effectively raised the profile of highway inspection duties; and the positive feedback from both assessors regarding our inspection regime and working methods, has further motivated my staff in their duties.*

*Furthermore, I am convinced that this accreditation will benefit our authority in its defence of future highway related insurance claims; and this whole process emphasises our ongoing training and development of staff."*

*Larry Austin, Bournemouth*

*As part of a joint initiative with our partnering contractors (Carillion and Ringway), the County Council (Transportation Service) commissioned Skills Training Centre (STC) Ltd to manage the training and assessment of our highway safety inspectors and stewards.*

*Skills Training Centre approached this work in a very professional manner. They helped us to identify our broad training requirements and carefully planned the type of training to meet the various needs of staff taking part. They also ensured that they were fully acquainted with the County Council's guidance and procedures for highway safety inspections and how this related to both the legal requirements and current codes of practice for highway authorities.*

*I have also been impressed with the quality of training provided by STC. We received positive feedback from a number of our inspectors and stewards, who, it has to be said, do not readily pass on comments of this type.*

*Perhaps the best testimonial I can provide about the help and support provided by STC is that all of our staff have now passed the relevant City & Guilds Unit 311 modules.*

*We would be more than happy to invite STC to quote for further City & Guilds skills training in the future.*

*Richard Ireland, Highway Asset Manager, Surrey*

# HIGHWAY INSPECTION TECHNICAL : 5 DAYS

## WHO SHOULD ATTEND

This course is intended for those carrying out highways inspection in their first year of appointment and as a useful refresher for more experienced highway inspectors. The course provides a good basic knowledge of all areas of highways maintenance and inspection in which they might be involved. The course includes a site visit at which an inspection will be undertaken.

There are two certification routes candidates can choose:

**Option 1:** STC certificate of attendance.

**Option 2:** LANTRA certificate (at an extra cost).

## OBJECTIVES

- ▶ To provide basic knowledge of key legal considerations that affect highways and the duties of the Highway Authority
- ▶ To provide a basic knowledge of the materials, components and techniques used in construction and maintenance of the highway
- ▶ To be able to recognise common failures of highway construction and understand the possible causes
- ▶ To appreciate the importance of effective communication both between individuals and within organisations
- ▶ To highlight health and safety aspects and the importance of safe working practice associated with work on the highway
- ▶ To appreciate the importance of records in making an effective legal defence

## TOPICS COVERED INCLUDE :

- ▶ Adoption and responsibilities of highway authorities
- ▶ Road construction types
- ▶ Materials for construction
- ▶ Standards for new build
- ▶ Standards for maintenance work
- ▶ Work near trees and verges
- ▶ Types of maintenance regimes
- ▶ Legislation and associated Codes of Practice including NRASWA

- ▶ Signing and guarding for works
- ▶ Function of the highway inspector
- ▶ Legal matters relating to inspection
- ▶ Inspection documentation types
  - ▶ NRASWA
  - ▶ Routine
  - ▶ Safety inspections
- ▶ Practical inspection
- ▶ Defect recognition

The five day Highway Inspection Technical programme is based on a series of incremental knowledge building blocks. These blocks inform and instruct at two levels. The first level provides a comprehensive introduction for those individuals with little or no highway environment background. The second level develops themes established at level one and expands the technical content and application, providing greater insight and understanding for the novice and essential refresher material for the more experienced highway inspector.

The training is based on modern instruction methods, group and individual working and several practical live highway inspection exercises. We would recommend that inspectors attend the technical programme prior to attending a NRASW supervisory programme (whether the NRASW qualification is required, depends on the role of highway inspectors in your own organisation).

## LANTRA CUSTOMISED AWARDS

LANTRA are an awarding body with significant experience in the Highways Sector. In order to be accredited with LANTRA the course content, course materials and instructors are reviewed and are monitored via an external verifier from LANTRA.

You can choose to receive a LANTRA certificate of attendance (at an extra cost) instead of our standard STC certificate of attendance.



ASSURED



## ABOUT US

- Our Accreditations
- Specialist Facilities
- Legislation / Code of Practice



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