

**STATES OF JERSEY**  
**TRANSPORT AND TECHNOLOGY SERVICES**  
**ROAD SAFETY AUDIT POLICY**

Version 1.0 Dated 1 July 2015

Effective from 1<sup>st</sup> August 2015

Review Date 1<sup>st</sup> August 2018

Approved by: ...

Director Infrastructure and Engineering Services

Endorsed by: ...

Director Transport

*16th July 2015*

*16/7/15*

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**1. Background**

- 1.1. This document sets out how and when Road Safety Audit will be undertaken on roads for which The Minister for Transport and Technical Services, States of Jersey (SOJ) is the Highway Authority.
- 1.2. The purpose of Road Safety Audit is to examine highway improvement schemes both at the design stage and post-construction, to identify road safety implications, and make recommendations on how best to mitigate them. It is generally recognised that the application of Road Safety Audit contributes towards the reduction in the number and severity of road accidents.
- 1.3. In the absence of a local policy, the UK Highways Agency Standard HD19 "Road Safety Audit", which forms part of the Design Manual for Roads and Bridges, is generally adopted as best practice by local highway authorities. Elements of HD19 are not appropriate for some local highway authorities and this document sets out amendments to the safety audit process to be applied to highway improvement schemes on SOJ Main Roads (Grande Routes).

**2. Changes to HD19 adopted for SOJ Roads**

- 2.1. Unless specifically amended by the following paragraphs, Road Safety Audits shall be carried out in accordance with HD19/15. All references in HD19/15 to Motorway and Trunk Roads shall be replaced with SOJ Main roads.

### 3. Roles and Responsibilities

- 3.1. In addition to the roles defined in HD119/15 the following roles are defined:
- 3.2. **Audit Sponsor** – The audit sponsor is the person who will approve the audit team and the audit brief, and issue the instruction to carry out a road safety audit. For TTS schemes the Audit Sponsor may be the designer, project sponsor or project manager. For 3<sup>rd</sup> party schemes the audit sponsor will be a senior TTS officer. All references to project sponsor in HD19/15 may be replaced with Audit Sponsor.
- 3.3. **Client Officer** – The Audit sponsor will report to the Client Officer. The Client Officer will be responsible for signing off exception reports and agreeing appropriate actions in response to problem raised where there is a financial implication. The Audit Sponsor will be a Director within the SOJ TTS, unless delegated by a Director to a competent senior officer within TTS.
- 3.4. **Overseeing Organisation** – The Overseeing Organisation is the States of Jersey Transport and Technical Services.
- 3.5. **Overseeing Organisation Specialist** – in the absence of a specialist within the SOJ TTS this role will be undertaken by the Audit Sponsor, who may if required seek the advice of an external specialist advisor.
- 3.6. Paragraphs 1.20, 1.24, 1.25 and 1.26 of HD19/15 are amended to take account of the above.

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### 4. Stages of audit

- 4.1. The Stages of Road Safety Audit are as defined in HD19/15 (see appendix 3)
- 4.2. Where the SOJ Audit Sponsor considers RSA to be necessary, at least one design stage audit will be carried out. It is recommended that for most schemes a Stage 2 (Detailed Design) Audit is more appropriate than a Stage 1 (Feasibility) audit.
- 4.3. Stage 3 is required for all schemes where Audit Sponsor considers it to be necessary, the Audit Sponsor may require a Stage 3 audit where no design stage audits were required. The Audit Sponsor may decide that it is not necessary to visit the site during the hours of darkness, but this should be recorded in the Audit Brief.
- 4.4. Stage 4 audits will not be carried out on SOJ roads - collision monitoring is not covered by this policy. All references to stage 4 audits in HD19/15 are therefore removed.
- 4.5. Please refer to Section 6 for guidance on determining and recording decisions where the Audit Sponsor considers no audit to be necessary. The decision not to RSA schemes with a value above £10,000 must be endorsed by the Client Officer.

4.6. Paragraphs 2.43-2.53 of HD19/15 are deleted. Paragraphs 1.8, 1.27, 2.23, 2.27, 2.97, 2.99 and 3.18 of HD19/15 are amended to take account of the above.

**5. Team Membership, Qualifications / Competence** (see appendix 3 for current TTS Personnel and UK based Engineering Consultancies who can provide suitable personnel)

5.1. A minimum 2 member team will be required to carry out all audits, consisting of:

- Safety Audit Team Leader
- Safety Audit Team member type A or type B.

5.2. Certificate of Competence is not required for Safety Audits on SOJ Roads as there is no Trans European Road Network.

5.3. Safety Audit Team leader is required to demonstrate the following competence and experience:

- 4 years collision investigation or road safety engineering
- 5 audits in 12 months as TL or TM,
- 2 days annual CPD
- 10 days formal collision investigation or road safety related training
- CV must demonstrate experience relevant to the scheme

5.4. Team member may be selected from Internal resources within SOJ, in which case the following experience is required:

**Team Member Qualification A**

- Relevant Highway Design experience
- Minimum 2 days training in Road Safety, such as TMS Introduction to Road Safety Audit

5.5. If the Team Member is appointed from external resources, the following experience is required:

**Team Member Qualification B**

- 2 years collision investigation or road safety engineering
- 5 audits in 24 months as TL or TM
- 2 days annual CPD
- 10 days formal collision investigation or road safety related training
- CV must demonstrate experience relevant to the scheme

5.6. The Audit Sponsor will determine whether the team member can be appointed from the internal SOJ design team.

- 5.7. There are no qualification requirements for an observer (TO).
- 5.8. Reference to DMRB Standard GD02/08 in HD19/15 is deleted.
- 5.9. For 3rd party schemes a nominated SOJ TTS Audit Sponsor will approve the cv's of the auditors presented by a developer.
- 5.10. Paragraph 2.84 of HD19/15 is deleted. Paragraph 2.83 is amended to take account of the above.
- 5.11. Paragraph 2.99 is deleted.

### **Independence From Design Team**

- 5.12. The Team Leader shall always be independent from the Project Design Team, but may be a member of the wider SOJ design team.
- 5.13. The Team Member shall not be the Lead Designer for the project but could be a member of the design team, where the reduced qualification and competence requirement is specified.
- 5.14. Where the Team Member is not part of the design team, they shall be independent from the Project Design Team.
- 5.15. Paragraphs 1.6, 1.32 and 2.71 are of HD19/15 are amended to take account of the above.

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### **6. Site Visit Attendance**

- 6.1. Both the Team Member and the Team Leader shall visit the site together for stage 1 and 2 audits.
- 6.2. For Stage 3 Audits, a daytime site visit shall be conducted by both the Team Leader and the Team Member together. Where the Audit Sponsor has determined that a dark visit is required, the Audit Sponsor may decide that only one team member needs to visit the site after dark, provided that the Team Leader has previously visited the site during daylight as part of the audit process, and has briefed the person visiting in darkness of potential issues.
- 6.3. Paragraph 2.39 of HD19/15 is amended to take account of the above.

### **7. Schemes to be audited**

- 7.1. All highway improvement schemes where there is an impact on road user behaviour or that will adversely change the outcome of an incident involving an errant vehicle, where the Audit Sponsor considers it to be necessary, will be subject to Road Safety Audit.

- 7.2. All schemes on SOJ Roads where the objectives are primarily to address a known accident problem will require Road Safety Audits.
- 7.3. All Developer schemes on SOJ Roads will require design stage and post construction (stage 3) RSAs, unless agreed in writing by a TTS Audit Sponsor.
- 7.4. If no Audit is to be undertaken this will be recorded in FORM A. Developers should contact an appropriate officer within TTS who will arrange for a FORM A to be completed.
- 7.5. In some circumstances it may be appropriate to agree that no design stage audit is required but that a post construction (stage 3) audit is required. FORM A should be used to record this decision

**The following paragraphs give guidance on schemes where it may be acceptable NOT to carry out a road safety audit, however the information considered in making that decision must be recorded using FORM A appended to this policy, as stated below:**

- 7.6. Maintenance Schemes that solely involve replacement or refurbishment of a highway feature that appears the same, located in the same position, performs the same function, and is constructed of comparable materials, need not be audited.
  - 7.7. Temporary works where the traffic management arrangements are not complex and conform to Chapter 8 or "Red Book" layouts need not be audited, however audit should be considered where complex arrangements, multiple phases, or substandard layouts are required.
  - 7.8. Minor works where the outcome of a collision would not be adversely changed by the works, need not be audited.
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- 7.9. Where a decision is taken not to carry out a Road Safety Audit, and the scheme cost is up to £10,000 the designer is required to complete **FORM A** to record reasons why no safety audit is required, and the information considered in making that decision.
  - 7.10. Where a decision is taken not to carry out a Road Safety Audit, and the scheme cost is more than £10,000, the designer is required to complete **FORM A** and it must be countersigned by the Client Officer.
  - 7.11. Paragraphs 2.1, 2.2, 2.3, 2.10, 2.11 of HD19/15 are amended to take account of the above.

## 8. Briefing

- 8.1. The Audit Brief will be provided as detailed in **FORM B** and will include :
- a) An instruction to carry out the audit in accordance with this procedure
  - b) Scheme title
  - c) A description of the scheme, its purpose and key objectives
  - d) A description of the key elements of the scheme
  - e) Scheme drawings to scale to an appropriate design level for the audit stage, or as built for Stage 3
  - f) Where appropriate, Traffic Signals details and phasing
  - g) Collision Data if appropriate and relevant
  - h) All previous RSA reports , responses and exception reports
  - i) Any other information relating to existing features or local concerns, that, in the opinion of the Audit Sponsor, will be helpful to the audit team, assuming they have no prior knowledge of the proposals or the existing conditions
  - j) Contact details for any specialist advisors, buses, police, etc that the audit sponsor or Audit Sponsor may wish to participate in the audit
  - k) Makeup of the audit team, ie. team member for internal resource or external resource
  - l) Attendance at Dark Site visits for Stage 3 Audits
- 8.2. The Audit Brief shall be approved by the lead designer commissioning the audit for internal schemes. For 3rd party schemes a nominated SOJ TTS Audit Sponsor will approve the audit brief.
- 8.3. The Road Safety Audit Team Leader may invite representatives of the Police and the TTS Manager, Highways and Infrastructure to accompany the Audit Team to offer their views for the Stage 3 road safety audit.
- 8.4. The Audit brief may be issued by the Lead Designer or the Audit Sponsor.
- 8.5. Paragraph 2.86 and 2.87 of HD19/15 are deleted. Paragraphs 2.89 and 2.93 of HD19/15 are amended to take account of the above.

## 9. Report Format

- 9.1. The Safety Audit Report shall follow the same outline format as the examples presented in HD19/15
- 9.2. Each problem identified will be described as follows:
- Location
  - Summary
  - Detail, including the consequence of the problem in collision terms
  - Recommendation

- 9.3. Photographs and sketches may be included and may be annotated where this helps to explain the problem or the recommendation. The recommendations must be appropriate in scale to the problem.
- 9.4. Non safety comments and suggestions should be included in a separate section of the report after the problems and may also be sent under separate cover to the designer and / or the Audit Sponsor.
- 9.5. The report shall include a statement that the road safety audit has been carried out in accordance with this policy, signed by the Audit Team Leader.
- 9.6. The report may be sent to the Lead Designer at the same time as the Audit Sponsor.
- 9.7. A signed copy of the report shall be provided in pdf format and also as a MS Word document so that the design response and Audit Sponsor Decision can be recorded in the same document.
- 9.8. Paragraphs 1.20, 1.30, 2.97, 2.102, 2.106 of HD19/15 are amended to take account of the above.

#### **10. Subsequent Actions – States of Jersey Response Report**

- 10.1. The design response and the Audit Sponsor's comments may be recorded within the same document and subsequently issued as the States of Jersey Response Report. This is to ensure that the audit, design comments and decisions, are all recorded in the same document.
- 10.2. A designer's response will be recorded against each problem put forward by the audit team. The design response will replace the Road Safety Audit Response Report. However, the response will not be acted on unless agreed by the Audit Sponsor in the SOJ Response Report. This is to ensure that the response is proportionate. Alternative solutions to the problem raised may be discussed with the audit team by the design team or by the Audit Sponsor.
- 10.3. Where the Audit Sponsor does not intend to accept the audit team's recommendation, the SOJ Response Report will replace the Exception Report. This will be inserted into the main report below the designer's response, and will record the reasons why the recommendation is not accepted. This will detail the reason for the decision, and the information taken into account.
- 10.4. The SOJ response report may include risk assessment to determine whether or not a safety recommendation is of an appropriate scale and cost, and may also take into account impact on other road users, those working on the highway or those living or working adjacent to the highway, and impact on the environment, and the local practicality of any recommendation. Collision data may be used in support of the risk assessment. Reference to DMRB Standard GD04/12 in HD19/15 is deleted.

- 10.5. Each recommendation that is not accepted or suitable alternatives are agreed will be subject to separate sign off by the Client Officer.
- 10.6. For subsequent stage audits, the SOJ Response report for previous stages should be sent to the Road Safety Audit team.
- 10.7. Paragraph 3.14 of HD19/15 is deleted. Paragraphs 3.3 and 3.6 - 3.11 of HD19/15 are amended to take account of the above.

#### APPENDICES

Form A – Decision not to carry out a road safety audit

Form B – Road Safety Audit Brief

Guidance notes.



FORM A DECISION NOT TO CARRY OUT A ROAD SAFETY AUDIT STATES OF JERSEY			
<b>Scheme Title</b>			
<b>Project No.</b>			
<b>Purpose Of the Scheme</b>			
<b>Main Elements of the Scheme</b>			
<b>Lead Designer</b>			
Stage(s) of Audit to which this form applies	1	2	3

	Y	N
<p><b>Does the scheme have an impact on road user behaviour or adversely change the outcome of an incident involving an errant vehicle?</b> Please give details</p>		
<p><b>Does the Scheme provide appropriate visibility for all road users?</b> Please give details</p>		
<p><b>Does the Scheme address a known accident problem?</b> Please give details</p>		
<p><b>Does the cost and/or health and safety risk of carrying out the audit outweigh the benefits in potential safety improvement to the scheme?</b> Please give details</p>		

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<b>FORM A</b> <b>DECISION NOT TO CARRY OUT A ROAD SAFETY AUDIT</b> <b>STATES OF JERSEY</b>
<b>Other supporting information considered</b>

Scheme Value		(please tick)
£0 to £10,000	This form is to be signed by the Audit Sponsor	<input type="checkbox"/>
£10,000+	This form is to be signed by the Client Officer	<input type="checkbox"/>

<p><b>I have considered the information provided and I consider that a Road Safety Audit IS / IS NOT required .</b></p> <p>(delete as appropriate)</p> <p><b>Additional Comments:</b></p>
<p><b>Signed:</b> _____ <b>Date:</b> _____</p> <p><b>Lead Designer</b></p> <p><b>Audit Sponsor</b></p> <p><b>Client Officer (where appropriate)</b></p> <p>(delete as appropriate)</p>

**Notes**

Maintenance Schemes that solely involve replacement or refurbishment of a highway feature that appears the same, located in the same position, performs the same function, and is constructed of comparable materials, need not be audited.

Temporary works where the traffic management arrangements are not complex and conform to Chapter 8 or "Red Book" layouts need not be audited, however audit should be considered where complex arrangements, multiple phases, or substandard layouts are required.

Minor works where the outcome of a collision would not be adversely changed by the works need not be audited.

Where a decision is taken not to carry out a Road Safety Audit, the decision must be recorded along with the information considered in making that decision, by the Audit Sponsor using FORM A. If the scheme cost is in excess of £10,000k, Form A must also be countersigned by the Client Officer, normally a TTS Director.

<b>FORM B</b> <b>ROAD SAFETY AUDIT INSTRUCTION – STATES OF JERSEY</b>				
<b>Scheme Title:</b>				
<b>Project No:</b>	<b>Task Number:</b>			
<b>Audit Sponsor:</b>	<b>Brief Issued by:</b>			
<b>Road Safety Audits to be carried out under instruction from the States of Jersey are to be in accordance with HD19/15, except as described within the States of Jersey Road Safety Audit Policy (Ref?)</b> <b>Please see the Notes attached to this brief</b>				
<b>Stage of Road Safety Audit required (2)</b>	1	1/2	2	3
<b>For Stage 3 Audits Only – Is a night visit required?</b>			<b>Y/N?</b>	
If a night visit is required please state whether one or two auditors are required to be present				
Description and purpose of scheme: (as it will appear in the audit report)				
<small>(Continue on separate sheet if necessary)</small>				
<b>Documents forming the Audit Brief:</b> (Please list drawings, reports, previous audits)				
<small>(Continue on separate sheet if necessary)</small>				
<b>Other relevant information:</b> (Please describe)				
<b>Other Parties to be invited to participate in this Audit:</b>			<b>Contact Details:</b>	

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**FORM B**  
**ROAD SAFETY AUDIT INSTRUCTION – STATES OF JERSEY**

**Scheme Title:**

<b>Proposed Audit Team</b>	<b>CV Approved by Audit Sponsor (2)</b>
Audit Team Leader:	
Audit Team Member Qualification level A:	
Audit Team Member Qualification level B:	
Audit Observer:	
Specialist Advisor:	

**For the purposes of this Audit, the Audit Sponsor Shall be.....**

**Audit Sponsor's Declaration:**

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I am satisfied as to the independence and competence of the Audit Team to carry out the audit, as described in the States of Jersey Safety Audit Policy. I hereby instruct the Audit Team to carry out the audit in accordance with that policy.

Name:	Signed:	Date:
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**Notes:**

1. The **Audit Sponsor** assumes the role of the **Project Sponsor** as defined in HD19/15.
2. The Audit Brief will generally be issued by the **Designer**, in discussion with the **Audit Sponsor**.
3. The **Audit Sponsor** will be responsible for ensuring that any design changes in response to problems raised are appropriate in addressing those issues and are signed off by an appropriate Senior Officer if required.
4. The **Audit Sponsor** should be independent from the design.
5. The **Audit Sponsor** will be responsible for ensuring that any exceptions reports are signed off by an appropriate Senior Officer if required.
6. The **Audit Sponsor** will be responsible for passing on any issues raised that are not considered to be safety related to the relevant parties for action.

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**Brief Checklist**

The brief should contain the following:

- a) Scheme title
- b) A description of the scheme, its purpose and key objectives
- c) A description of the key elements of the scheme
- d) Scheme drawings to scale to an appropriate design level for the audit stage, or as built for Stage 3
- e) Where appropriate, Traffic Signals details and phasing
- f) Collision Data where appropriate.
- g) All previous RSA reports , responses and exception reports
- h) Any other information relating to existing features or local concerns, that, in the opinion of the Audit Sponsor, will be helpful to the audit team, assuming they have no prior knowledge of the proposals or the existing conditions
- i) Contact details for any specialist advisors, buses, police, etc that the Audit Sponsor may wish to participate in the audit
- j) Makeup of the audit team, ie. team member for internal resource or external resource
- k) Attendance at Dark Site visits for Stage 3 Audits

## Appendix 3.

### 1.0 Notes for Guidance

#### 1.1 Definition of RSA

Road Safety Audit (RSA) is recommended for all highway improvement schemes in the UK and is compulsory on the Strategic Road Network and the Trans European Road Network.

The purpose of Road Safety Audit is to examine highway improvement schemes both at the design stage and post-construction, to identify road safety implications, and make recommendations on how best to mitigate them. It is generally recognised that the application of Road Safety Audit contributes towards the reduction in the number and severity of road accidents.

#### 1.2 Stages of RSA

The Road Safety Audit process is broken down into 4 stages that follow the design and implementation of a scheme. A stage 1 RSA is carried out at the completion of preliminary design, a stage 2 at the completion of detailed design and a stage 3 RSA is carried out once a scheme is substantially complete. Stage 1 and stage 2 audits may be combined into one where the scheme is relatively straightforward and there is minimal difference between the outline and detailed designs. Stage 4 RSA is undertaken once a scheme has been operational for a period of time using the road traffic collision history to assess the impact of the scheme on recorded collisions.

#### 1.3 Examples of projects requiring at least one stage of RSA (Unless signed off by Client Officer).

- New areas of high friction surfacing, installed in response to road traffic collision clusters
- Any scheme the purpose of which is to address a known road safety issue
- New controlled crossings such as Lower Queens Rd Pelican Crossing
- Virtual footpath projects such as Rue de Haut
- The change of priority on a footpath at the access to a new development
- Changes to the layout of footpaths, cycle tracks etc
- A development that causes a significant (eg 10% increase) impact on the volume of pedestrian and vehicular traffic.

Examples of projects that will, at the least require a Form A to be completed:

- The installation of any incidental road sign, road marking, moving of a bus stop, conversion of a junction from Give Way to Stop etc carried out under delegated powers, that has not been covered in the RSA procedures implemented as part of a scheme.

1.4 Current TTS personnel. (Last updated 03/07/2015)

Role within the remit of this policy	Job title	Name
Client Officer	Director	Chris Sampson
	Director	Tristen Dodd
Audit Sponsor		[REDACTED]
		[REDACTED]
		[REDACTED]
	Senior Engineer	[REDACTED]
		[REDACTED]
Team member qualification A (TTS staff)		[REDACTED]
		[REDACTED]
		[REDACTED]

Note: Where RSA is required there are currently no personnel qualified to Team Leader and audit team member type B resident on Jersey. Engineering Consultancies with such personnel experienced in working in this area on Jersey are:

WSP/Parsons Brinckerhoff, 29 Cathedral Road, Cardiff CF11 9HA, United Kingdom

TMS Consultancy, Unit 1B, Sovereign Court 2, University of Warwick Science Park, Sir William Lyons Road, Coventry, CV4 7EZ

Mott McDonald, Stoneham Place, Stoneham Lane, Southampton, SO50 9NW, UK

Ramboll, Ramboll UK, Carlton House, Ringwood Road, Woodlands, Southampton SO40 7HT, United Kingdom