Session 2.6 Road Safety Audit Report

Conducting Road Safety Audits & Appraisals

Presented by: RTS & AGTT

January 2022

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Content

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Content

1. RSA Report
2. Writing Style
3. Issuing the report
4. Completion Meeting
5. Client Response

ROAD SAFETY AUDIT REPORT CONTENT AND STRUCTURE

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Focus of this presentation

Client	Commissioning an Audit
Client / designer	Select and approve audit team
Client and designer	Compile / issue audit brief
Client, designer and audit team	Commencement meeting
Audit team	Information review; Site Inspection
Audit team	Road Safety Report
Client, designer and audit team	Completion meeting
Client and designer	Review audit findings; Response report
Designer	Implement design changes
Client, designer and audit team	Feedback

Focus of this presentation.

PROJECT INCEPTION & THE AUDIT TEAM

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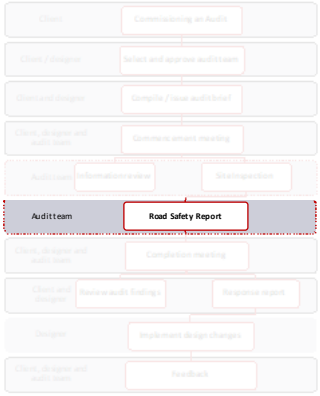

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Road Safety Report

Road Safety Report	To describe the background information, the findings of the Audit and to make recommendations regarding remedial measures to mitigate the identified safety deficiencies.

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Road Safety Report – Suggested Table of Contents

- *Chapter 1: Introduction*
- *Chapter 2: Background Information*
- *Chapter 3: Findings and Recommendations*
- *Chapter 4: Concluding Statement*
- *Appendices*

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Road Safety Report – Suggested Table of Contents

- *Chapter 1: Introduction*
  - *Project Title*
  - *Commissioning Authority*
  - *Terms of Reference*
- *Chapter 2: Background Information*
- *Chapter 3: Findings and Recommendations*
- *Chapter 4: Concluding Statement*
- *Appendices*

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Road Safety Report – Suggested Table of Contents

Chapter 1: Introduction

Chapter 2: Background Information

- *Project description (location, extent, the works, phasing)*
- *Purpose of the Road Safety Audit*

Chapter 3: Findings and Recommendations

- *Risk Assessment*

Chapter 4: Concluding Statement

Appendices

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Road Safety Report – Suggested Table of Contents

Chapter 1: Introduction

Chapter 2: Background Information

Chapter 3: Findings and Recommendations

- *The specific road safety problems identified, supported with the background reasoning, stating:*
  - *The location of the problem*
  - *The nature of the problem*
  - *The type of crash that is likely to occur as a result of the problem*
  - *Recommendations for action to mitigate or remove the problems*

Chapter 4: Concluding Statement

Appendices

This chapter should be structured in a way that would suit the specific audit or as prescribed or approved by the client and may be prepared in a narrative way or in a tabular layout.

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Road Safety Report – Suggested Table of Contents

ROAD SAFETY AUDIT REPORT CONTENT AND STRUCTURE

- ***Chapter 1: Introduction***
- ***Chapter 2: Background Information***
- ***Chapter 3: Findings and Recommendations***
- ***Chapter 4: Concluding Statement***
- ***Appendices***
  - *An A3 or A4 location map, marked up and referenced to the problems Photographs of problem conditions, where possible*

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Road Safety Report – Requirements for remedial measures

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Remedial measures shall be recommended:

- *Measures shall be appropriate and viable for that particular stage of the audit;*
- *Should be proportionate to the scale of the identified problem;*

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Road Safety Report – Writing style

The Report shall objective, professional and sympathetic, and shall not be judgmental.

Describe the problem, rather than framing the problem in terms of the solutions.

Discuss only new risks or risks noted previously which have not been address.

Address matters outside the brief is a letter or a separate section.

Do not include prompt lists.

Recommendations shall not be written in a way that could be construed as the audit team trying to convince the client to take a specific action.

Terms such as "unsafe", "sub-standard", "unacceptable" and "deficient" should be avoided where possible.

Do not use "to consider...", "to study....", "to monitor...", "to investigate possible treatments and implement the most appropriate...", etc.

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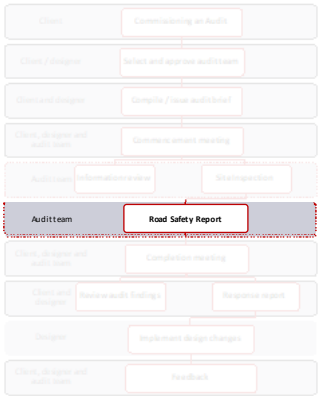

ISSUING THE REPORT

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Road Safety Report – Issuing the report

The Audit Team shall send a draft report directly to the client representative

The Audit Team Leader shall discuss the draft report with the client representative prior to formal submission to confirm that the recommendation are within the brief.

The client representative shall refrain from requesting amendments to the findings or the recommendations.

Road Safety Audit Report is final – the report can not be amended at the request of the Client.

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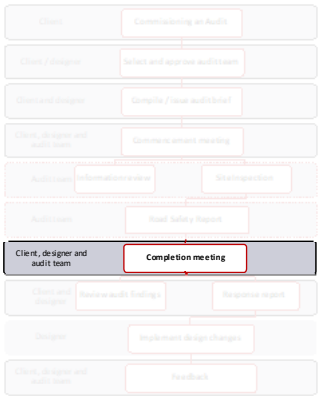

COMPLETION MEETING

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Completion meeting

Completion meeting

To present the key findings and recommendations of the Road Safety Audit Report

Attended by the client representative, the Audit Team and the Design Team Leader (if the Client prefers).

The audit team should elaborate or risks as well as positive aspects.

The Audit Team's approach is clarified. The purpose is not to change findings.

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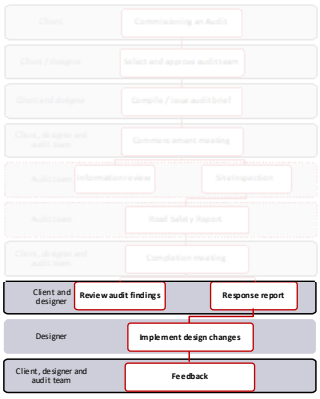

CLIENT RESPONSE

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Client Response

Clients must respond formally road safety audits and appraisals recommendations.

- *To evaluate audit findings or recommendations*
- *to determine if the recommendations should be implemented*
- *To record all decisions in writing*
- *and to put the audit recommendations into effect.*

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