

West Sussex County Council Road Safety Audit Policy

Introduction

1. The [West Sussex Road Safety Framework \(2016-2026\)](#) sets the context through which the Vision Zero of road safety is applied in West Sussex. Vision Zero is a philosophy of road safety that no one will be killed or seriously injured when using the County's road network. The Framework seeks to apply a whole system approach taking account of a combination of engineering, technology, and changing behaviours interventions to improve road safety. Through highway works proposed by West Sussex County Council (WSCC) or as part of new developments, highway safety is a key consideration from the initial identification of any scheme of works, through the design and subsequent construction processes. WSCC requires Road Safety Audits (RSAs) to be undertaken for all relevant schemes at the appropriate times in accordance with this Policy.
2. A Road Safety Audit (RSA) is an independent formal assessment of potential road safety-related problems connected with a new road or road improvement scheme. An RSA is carried out at various stages during a scheme's design process and after construction. An RSA should consider only those matters having an adverse effect on road safety. It is not a design or technical check on the correct use of or compliance with highway design standards.
3. With a few exceptions, WSCC requires RSAs to be completed in accordance with [GG 119 Road Safety Audit](#). It is acknowledged GG 119 forms part of the Design Manual for Roads and Bridges (DMRB), a suite of documents mandatory to the design of works on the Motorway and Trunk Road network. WSCC is not the Highway Authority for works on the Motorway and Trunk Road network; in England this responsibility lies with National Highways.
4. However, RSAs are accepted as best practice and assist local authorities to fulfil in part the statutory duty for road safety under the Road Traffic Act; a duty to take appropriate measures to reduce the probability/possibility of collisions. WSCC has consequently adopted the use of GG 119 and applied it for use on the County's roads with some variations set out within this document.
5. In applying GG 119, WSCC has been considerate of the advice within [Manual for Streets \(MfS\)](#). MfS puts a greater onus on a balanced approach taken towards highway design to account for place making, public realm, streetscape quality, as well as safety. The WSCC Safety Audit Policy accounts for this with audits sought specifically for higher risk locations.

Policy Application

6. This Policy sets out the WSCC procedure for the consideration of all WSCC-led and developer-led proposals requiring the support of an RSA. This Policy supports national guidance set out in GG 119 and is required to give due consideration to the safety of all road users using the public highway,

particularly the more vulnerable including pedestrians, cyclists, equestrians, and motorcyclists.

7. WSCC requires any RSA to follow this Policy's guidance. It highlights the importance of the safety audit process in support of highway works and identifies when an audit is required, and the processes involved.
8. This Policy will apply only to those roads that are or will become maintainable by WSCC. This Policy does not apply to works proposed on Motorways and Trunk Roads or on non-WSCC maintained roads along which the public have no rights of access.

Objectives

9. The principal objective of the RSA process is to identify where a potential collision might occur on the public highway because of the proposed or constructed works. The RSA in identifying such risks will then recommend what can be done to reduce the potential for such a collision and/or limit its consequences.
10. The objective of this Policy is to ensure the road safety implications of all highway schemes are fully considered for all users of the highway and to ensure that proposals are compliant with current statutory regulations. This will help to reduce safety risks on the highways of West Sussex for all who use them.

Definition of Roles

11. For the purposes of this Policy, the WSCC Officer/Project Manager for the highway works scheme or planning application is the 'Overseeing Organisation'. The designer or contractor undertaking the highway works, or the developer with which the scheme is associated, is the 'Design Organisation'. Definitions of roles are set out within Appendix A.

When is a Road Safety Audit required?

12. There are four distinct stages to the RSA process: Stage 1 (feasibility/preliminary design), Stage 2 (detailed design), Stage 3 (completion of works), and Stage 4 (post-completion). For schemes of a minor nature, it may be appropriate to combine Stages 1 and 2. Such combined audits will be considered by the WSCC Officer/Project Manager on a case-by-case basis. A Stage 4 RSA may not be required for all WSCC-led or developer-led schemes. An Interim RSA may be requested during the development and construction of larger schemes, particularly when works are partially complete and/or when sections are opened to road users in stages. The need for an Interim RSA will be determined by the WSCC Officer/Project Manager on a case-by-case basis.
13. **For WSCC-led schemes**, it is expected an RSA will be provided at all stages of the design and construction processes. The need for a Stage 4 RSA will be determined by the scheme's Project Manager and the Manager Highways Projects on a case-by-case basis.

14. The Project Manager may choose to exclude a scheme from the RSA process if it is considered the proposed scheme is only a minor change to the existing highway layout and will not have an impact on road user behaviour or change a collision's outcome. Such schemes may include like-for-like highway maintenance, street lighting related works, single signs not located within visibility splays or footways, and dropped kerb pedestrian crossing points. The Project Manager must complete a Safety Audit Exemption Form for all such instances (see Appendix B). The form must be approved by the Manager Highway Projects then stored in electronic form within the scheme file and by the Lead Professional Safety Audit for a minimum seven-year period.
15. It is the Project Manager's responsibility to ensure all problems raised by the RSA Team are considered. The Design Organisation must prepare an RSA Response Report for the problems and recommendations contained within the RSA Report to assist with this. The Design Organisation must, for each item raised within the RSA Report, indicate if it agrees or disagrees with the problem raised and/or the recommendation given. Appropriate reasoning must be given where the Design Organisation chooses to disagree. The review process WSCC will follow is set out in appendix E.
16. All RSA Reports and Interim RSA Reports (see GG 119 Appendix D for RSA Stages 1, 2 and 3 report template and GG 119 Appendix E for RSA Stage 4 report template), and RSA Response Reports (see Appendix C for WSCC report template conforming with GG 119 Appendix F) should be submitted by the Project Manager to the Lead Professional Safety Audit for review. The completed RSA Response Reports should then be submitted to the Manager Highway Projects for approval except where all RSA recommendations are accepted, in which case approval may instead be granted by the scheme's Project Manager.
17. The final Stage 3 and Stage 4 RSA Reports and approved Stage 3 RSA Response Reports must be stored in electronic form within the scheme file and by the Lead Professional Safety Audit for a minimum seven-year period.
18. **For developer-led works**, a Stage 1 RSA (preliminary design) is required for all residential developments of 20 units or greater, or all commercial developments of 2,000sqm or greater that include any of the following:
 - Creation of a new access or an intensification of an existing access where it is demonstrated there will be 100 or more two-way vehicle movements per day.
 - Off-site highway improvements including new and improved road crossings that access and/or link the public rights of way network.
 - New residential estate spine roads where a bus route is proposed, where a new through road between two existing adopted roads is created, or where the road serves a school, major public/community and/or retail facility.
19. For all other developer-led works, WSCC requires a Stage 1 RSA where:

- Works are included in the highway that do not meet recognised standards or guidance and where the speed limit or recorded 85th percentile speed is lower than 40mph.
 - Works are included in the highway where the speed limit or recorded 85th percentile speed is 40mph or greater.
20. In all other situations, including where temporary access works are proposed, WSCC reserves the right to request a Stage 1 RSA. The need for an RSA will be assessed by the WSCC Officer/Project Manager on a case-by-case basis and advised accordingly. It is recommended a developer/applicant submits a [pre-application enquiry to WSCC](#) to determine the need for a Stage 1 RSA at the earliest opportunity.
21. All developer-led schemes requiring a Stage 1 RSA will also require a Stage 2 RSA (detailed design) and Stage 3 RSA (completion of construction).
22. A Stage 4 RSA (post-opening monitoring (12 months and/or 36 months)) will be a requirement of the highway agreement meeting the following criteria:
- A new junction is being created onto the County Strategic Road Network as set out within the West Sussex Transport Plan 2022-2036 (see Appendix D for illustrative plan).
 - A new link road is constructed which will form part of the County Strategic Road Network.
 - Where Departures from Standards are agreed through the design process and there is a need to monitor a scheme's operation.
23. Where the requirements of this Policy are met, the Stage 1, 2 and 3 RSA Reports and RSA Response Report as set out in GG 119, should be submitted with any individual highway works scheme.
- It is the Project Manager's responsibility to ensure all problems raised by the RSA Team are considered. The Design Organisation must prepare an RSA Response Report for the problems and recommendations contained within the RSA Report to assist with this. The Design Organisation must, for each item raised within the RSA Report, indicate if it agrees or disagrees with the problem raised and/or the recommendation given. Appropriate reasoning must be given where the Design Organisation chooses to disagree. The review process WSCC will follow is as set out in appendix E.
24. A failure to submit a Stage 1 RSA and all required supporting information may delay the consideration of a planning application. WSCC therefore encourages completion of the Stage 1 RSA process in advance of a planning application through pre-application discussions.
25. WSCC will not register applications for highway agreements where a Stage 2 RSA is required but has not been submitted in accordance with GG 119.
26. WSCC will archive all final Stage 3 and Stage 4 RSA Reports and Stage 3 RSA Response Reports for a minimum seven-year period after completion.

WSCC Variations to GG 119

27. WSCC requires every RSA to be completed fully in accordance with GG 119, except as set out below in items 28 and 29.
28. For **WSCC-led schemes** with construction costs exceeding £200,000, GG 119 will be followed. Where construction costs are £200,000 or less, the following local variations to GG 119 are permitted:
 - There is no requirement for the RSA Team to be approved. RSA Team requirements are specified through existing WSCC Framework documents.
 - No draft report submission is required unless this is specifically requested by the Project Manager.
 - No full RSA Brief is required.
 - Exemptions to the Policy may be permitted by the Manager Highways Projects on appropriate schemes. Such exemptions must be recorded then stored in electronic form within the scheme file and by the Lead Professional Safety Audit for a minimum seven-year period.
29. For **developer-led schemes**, the following variations to GG 119 are permitted:
 - It is the responsibility of the developer to commission an independent RSA Team to consider the safety implications affecting its scheme.
 - On completion, the RSA Report will be submitted to the developer, which in turn will submit the final RSA Report and completed RSA Response Report as part of any planning application, or agreement application. WSCC does not require the completed RSA Report to be submitted directly to WSCC. Any requests for further information by the RSA Team should also be made to the developer, not to WSCC.
 - WSCC requires all RSA Teams to include at least two members.
 - Qualifications and experience of all RSA Team Leaders and Team Members should meet GG 119 requirements. The experience of the RSA Team will be documented in the RSA Report. It is expected the RSA Team has the experience commensurate with the scheme being audited.
 - It is expected any RSA submission will be accompanied by the RSA Brief prepared in accordance with GG 119. The RSA Brief does not need to be agreed with WSCC prior to the audit being undertaken or for WSCC to issue such to the RSA Team.
 - All plans or documents referred to within the RSA Report, RSA Brief, or the RSA Response Report must be submitted to WSCC as part of the RSA submission.
 - Where a Stage 4 RSA is required as part of development related improvements, the developer will arrange for evidence-led collision monitoring. RSA collision reports will be prepared using 12 months of personal injury collision data from the time the highway works became operational.

Summary

30. The submission of an RSA Report and completed RSA Response Report does not guarantee acceptance of all matters by WSCC. On receipt of any RSA submission, WSCC will review the problems raised by the RSA Team and the Design Organisation's responses in accordance with adopted procedures. WSCC will then complete the Overseeing Organisation's comments within the RSA Decision Log. The RSA Actions should then be agreed by the Design and Overseeing Organisations; these may include amended and/or additional highway works. The RSA review process is set out in Appendix E.
31. Upon completion of the respective RSA stage, it is expected the WSCC Officer/Project Manager will arrange for a signed copy of the Response Report to be returned to the Design Organisation for its records. A copy should also be sent by the WSCC Officer/Project Manager to the RSA Team for its information.

APPENDIX A: Definitions

Term	Definition
Collision data analysis	The collection and examination of historical road traffic collision data over a period to identify common trends and factors which can justify corrective action.
County Strategic Road Network	The most important roads as defined within the Transport Plan 2022-2036 linking the ten largest urban areas within West Sussex and intended to attract most of the medium and long-distance travel and freight movements (see Appendix D for illustrative plan).
Design Organisation	The organisation commissioned to undertake scheme preparation. This may be WSCC, a term consultant, or a developer's consultant.
Exemption Form	A form held on file, produced by the Overseeing Organisation, which includes the reasons why RSA is not applicable to a highway scheme. It is not a substitute for a Departure from Standard where RSA is applicable, but the process is not applied. An Exemption Form template can be found in Appendix B.
Highway scheme	All works that involve construction of new highway or permanent change to the existing highway layout or features. RSA is not applicable to all highway schemes and applicability is determined by the Overseeing Organisation. Applicability requirements for RSA in WSCC can be found in sections 12 to 19 (inclusive) of this policy document.
Interim Road Safety Audit	The application of the RSA process to the whole or part of a highway scheme at any time during its design and construction. Interim RSA is neither mandatory nor a substitute for the Stage 1, 2, 3 and 4 RSAs.
Like for like maintenance highway schemes	A highway scheme that solely involves the replacement or refurbishment of a highway feature with a corresponding feature which, as a minimum, will appear the same, be in the same position, perform the same function, and be constructed of comparable materials as the feature it replaces.
Road Safety Audit Action	An action agreed by Design and Overseeing Organisations recorded in the RSA Decision Log in response to each RSA problem raised.

Term	Definition
Road Safety Audit Brief	<p>The instructions to the RSA Team defining the scope and details of the highway scheme to be subject to RSA, including sufficient information for the stage of RSA to be undertaken. The brief should contain (where relevant):</p> <ul style="list-style-type: none"> ▪ Description of scheme and objectives ▪ Drawings and schedules ▪ Agreed Departures from Standards and relaxations ▪ Traffic flows, speeds, queue lengths, desire lines ▪ Walking, cycling and equestrian assessments ▪ Recorded injury collision data ▪ Details of any scheme changes since previous RSA ▪ Previous RSA Reports and Response Reports ▪ Police and highway maintenance contacts
Road Safety Audit Decision Log	<p>A table within the RSA Response Report to record the RSA problems and recommendations, the Design Organisation and Overseeing Organisation responses and agreed RSA Actions to RSA problems.</p>
Road Safety Audit problem	<p>An identified road safety matter together with a resultant potential road traffic collision type, identified highway scheme location and summary.</p> <p>This can include road user injuries where there is no identifiable road traffic collision type.</p> <p>This includes existing road safety matters where the proposed highway scheme impacts the existing road safety matter or vice versa.</p>
Road Safety Audit recommendation	<p>A proportionate and viable suggestion for improvement to eliminate or mitigate an identified RSA problem.</p> <p>In some circumstances, the recommendation can include further work to be undertaken by the Design Organisation to establish an appropriate mitigation measure or improvement.</p>
Road Safety Audit Report	<p>The report produced by the RSA Team describing any road safety problems identified by the RSA Team and the associated road safety recommendations.</p>
Road Safety Audit Response Report	<p>A report produced by the Design Organisation following RSA Stages 1, 2 and 3. The report includes both a Design Organisation and Overseeing Organisation response to each problem and recommendation raised in the RSA Report.</p> <p>The RSA Decision Log is part of the RSA Response Report.</p> <p>The RSA Response Report is produced collaboratively by the Design Organisation and Overseeing Organisation.</p> <p>A RSA Response Report is not produced for Stage 4 RSAs.</p>
Road Safety Audit site visit	<p>A visit to the location of a proposed or completed highway scheme by the RSA Team and other invitees.</p>

Term	Definition
Road Safety Audit Team	<p>A team that works together on all aspects of the RSA, independent of the highway scheme conception, design, construction, and operation.</p> <p>The RSA Team comprises an RSA Team Leader and at least one RSA Team Member.</p> <p>The RSA Team Observer is not part of the RSA Team.</p> <p>The individuals within the RSA Team can be drawn from different organisations including the Overseeing Organisation and the Design Organisation.</p>
Road Safety Audit Team Leader	<p>A person with the appropriate training, skills, and experience who is approved for a particular highway scheme and RSA stage by the Overseeing Organisation.</p> <p>The RSA Team Leader is responsible for leading the RSA Team through the process and managing the production of the RSA Report.</p>
Road Safety Audit Team Member	<p>A member of the RSA Team with the appropriate training, skills, and experience necessary for a particular highway scheme and RSA stage, working with the RSA Team Leader.</p>
Road Safety Audit Team Observer	<p>A person with the appropriate training, skills and experience accompanying the RSA Team to gain experience of the RSA process and/or highway scheme type.</p> <p>The RSA Team Observer is encouraged to contribute to the RSA Team discussions.</p>
Specialist advisor	<p>A person approved by the Overseeing Organisation to provide specialist independent advice to the RSA Team where the scheme includes features outside the experience of the RSA Team.</p> <p>Such features can include complex traffic signal-controlled junctions.</p>

APPENDIX B:

**WEST SUSSEX COUNTY COUNCIL
ROAD SAFETY AUDIT EXEMPTION FORM
(FOR WSCC-LED SCHEMES ONLY)**

Scheme:	
Parish:	
Location:	

Brief description of works:

Exemption Statement:

In accordance with GG 119 Road Safety Audit, I have examined details of the above highway scheme.

For the reason(s) set out below, the highway scheme is considered exempt from Road Safety Audit as there is no impact on road user behaviour for all potential road users in this location and there will be no adverse changes to the outcome of a collision.

Reason(s) for exemption:

Signed: (WSCC Project Manager)	
Print name:	
Date:	
Signed: (Manager Highway Projects)	
Print name:	
Date:	

APPENDIX C:

<Insert scheme title here>

Road Safety Audit Decision Log Cover Sheet

This report should be read in conjunction with the Stage [*<Insert relevant stage here>*] Road Safety Audit.

Produced:	Date:
Signed:	
(WSCC Project Engineer/WSCC Officer/for Design Organisation)	

Reviewed:	Date:
Signed:	
(Lead Professional Safety Audit)	

Having reviewed the recommendations of the Safety Audit and considered the comments of the Client Project Manager and Design Team, I accept the conclusions of the Road Safety Audit Decision Log on behalf of the Highway Authority.

Overseeing Organisation (Project Manager if all RSA recommendations are accepted, otherwise Manager Highway Projects):	
Name:	Date:
Signed:	

RESPONSE REPORT

relating to the

ROAD SAFETY AUDIT STAGE <insert number>
(DMRB GG 119)

dated <insert RSA report date> for

<insert project location>

<insert project type>

Date of Issue: <insert date>

*Note: Based on a Road Safety Audit Report prepared by <insert organisation name>
Readers are recommended to refer to the original audit report for the full context of the
issues identified and any associated additional comments.*

F1 Project Details

TABLE F1: PROJECT DETAILS

Report title	<include RSA stage>
Date	<insert date>
Document reference and revision	<insert unique document reference>
Prepared by	<insert Design Organisation name>
On behalf of	<insert Overseeing Organisation name>

TABLE F2: AUTHORISATION SHEET

Project:	
Report title:	
Prepared by	
Name:	
Position:	
Signed	
Organisation:	
Date:	
Approved by:	Note: Road Safety Audit Decision Log Cover Sheet to be completed instead of shaded section for WSCC-led schemes
Name:	
Position:	
Signed	
Organisation:	
Date:	

F2 Introduction

<Include scheme summary, the RSA stage, and the date and/or reference of the RSA Report it refers to>

<Provide details of the representatives from the Design Organisation who prepared the RSA Response Report>

F3 Key Personnel

TABLE F3: KEY PERSONNEL

Overseeing Organisation	<insert personnel details>
RSA Team	<insert personnel details>
Design Organisation	<insert Design Organisation details>

F4 Road Safety Audit Decision Log

TABLE F4: ROAD SAFETY AUDIT DECISION LOG

RSA Problem Number	RSA Problem	RSA Recommendation	Design Organisation Response	Overseeing Organisation Response	Agreed RSA Action
<RSA Report paragraph number entered here>	<RSA Report problem and summary copied and entered here>	<RSA Report recommendation copied and entered here>	<Design Organisation's response entered here>	<Overseeing Organisation's response entered here>	<Design Organisation's and Overseeing Organisation's agreed action to the problem entered here>

F5 Design Organisation and Overseeing Organisation Statements

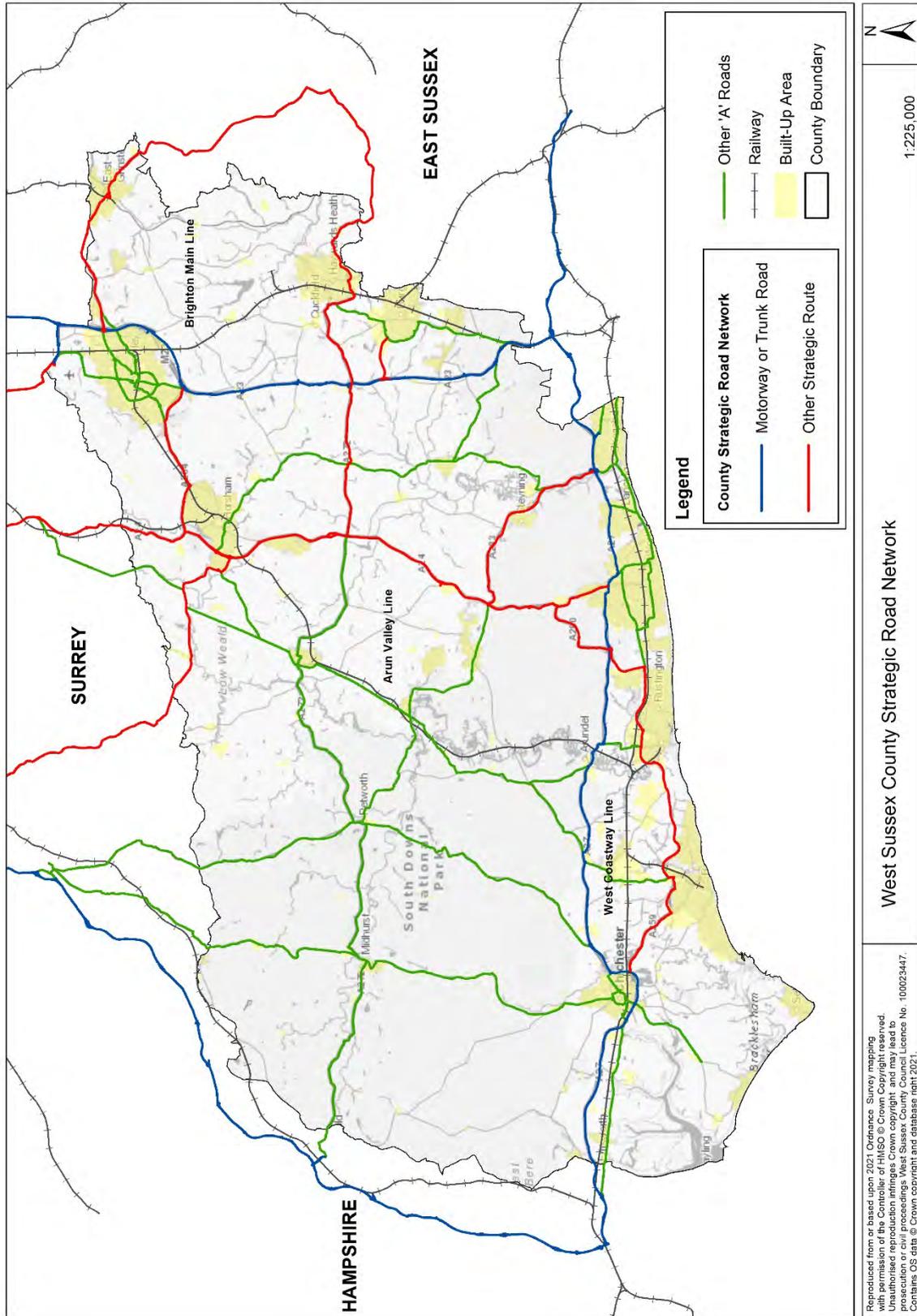
TABLE F5: DESIGN ORGANISATION STATEMENT

On behalf of the Design Organisation, I certify that: 1) The RSA Actions identified in the response to the Road Safety Audit problems in this Road Safety Audit have been discussed and agreed with the Overseeing Organisation.	
Name:	
Signed	
Position:	
Organisation:	
Date:	

TABLE F6: OVERSEEING ORGANISATION STATEMENT

On behalf of the Overseeing Organisation, I certify that: 1) The RSA Actions identified in the response to the Road Safety Audit problems in this Road Safety Audit have been discussed and agreed with the Design Organisation, and 2) The agreed RSA Action will be progressed.	
Name:	
Signed	
Position:	
Organisation:	
Date:	

APPENDIX D: West Sussex County Strategic Road Network

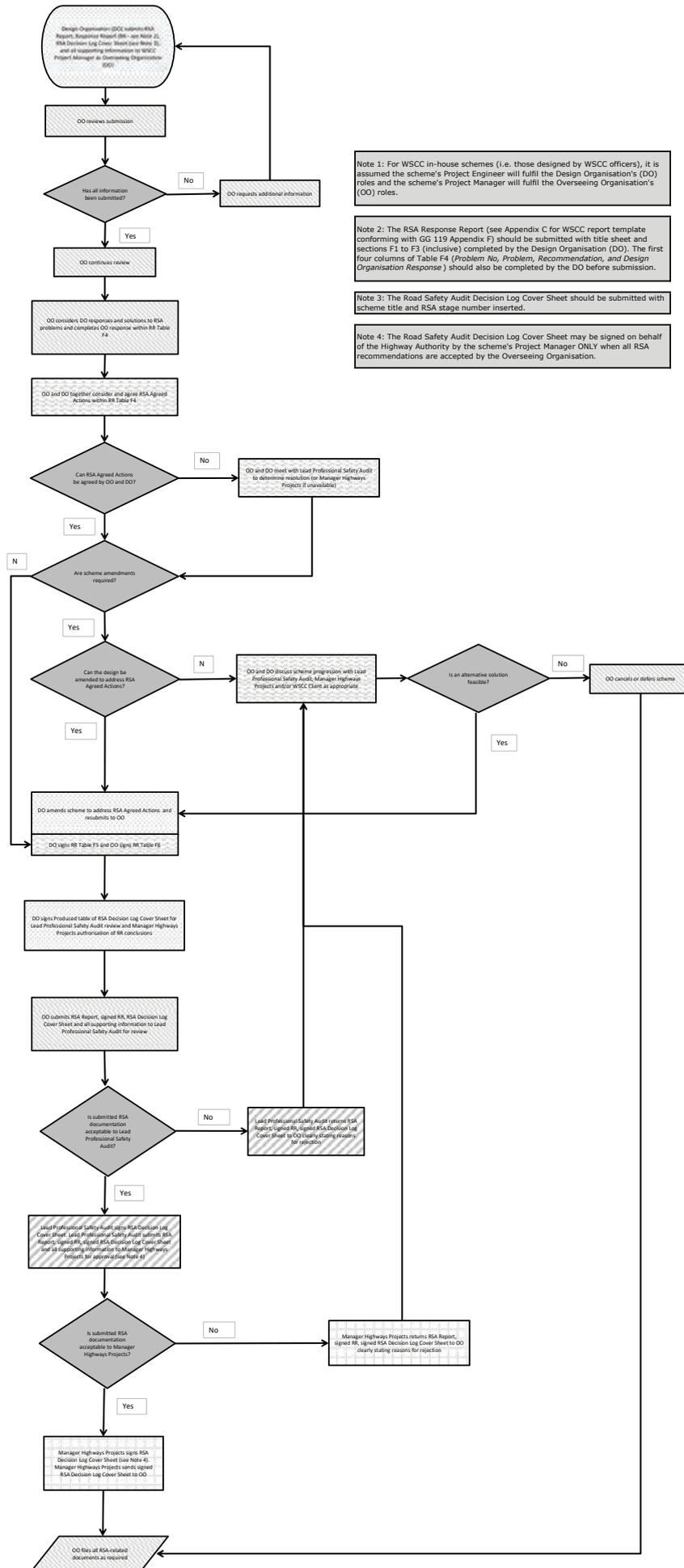


APPENDIX E:

E1 – WSCC Road Safety Audit Review Process (WSCC-led Schemes)

E2 - WSCC Road Safety Audit Review Process for Developer-led Schemes

**Appendix E1
WSCC Road Safety Audit Review Process (WSCC-led schemes)**



Note 1: For WSCC in-house schemes (i.e. those designed by WSCC officers), it is assumed the scheme's Project Engineer will fulfil the Design Organisation's (DO) roles and the scheme's Project Manager will fulfil the Overseeing Organisation's (OO) roles.

Note 2: The RSA Response Report (see Appendix C for WSCC report template conforming with GG 119 Appendix F) should be submitted with title sheet and sections F1 to F3 (inclusive) completed by the Design Organisation (DO). The first four columns of Table F4 (Problem No, Problem, Recommendation, and Design Organisation Response) should also be completed by the DO before submission.

Note 3: The Road Safety Audit Decision Log Cover Sheet should be submitted with scheme title and RSA stage number inserted.

Note 4: The Road Safety Audit Decision Log Cover Sheet may be signed on behalf of the Highway Authority by the scheme's Project Manager ONLY when all RSA recommendations are accepted by the Overseeing Organisation.

Appendix E2
WSCC Road Safety Audit Review Process for Developer-led Schemes

