

Highway and Car Park Safety Inspection

A highway, footway and car park safety inspection: route, hierarchy and inspection type, each defect with its type, size, response category and photos, made safe, and actions.

1. Inspection

Project

Client

Site *

Site address

Inspection date *

Time

Inspector *

Route, street or car park *

Network hierarchy or category

Inspection (choose one)

☐ Routine (cyclic) safety inspection

☐ Reactive, after a report

☐ Night inspection (lighting)

Method (choose one)

☐ Walked ☐ Driven

Your investigatory level: carriageway or car park depth (mm)

Optional. From your own inspection policy. The code of practice leaves these levels to each authority or owner.

Footway trip height (mm)

Optional. From your own inspection policy.

For public highways in England and Wales, section 58 of the Highways Act 1980 gives the highway authority a defence to a claim if it took the care reasonably required, and the court considers whether it knew, or could reasonably have known, of the danger. The UK Roads Liaison Group code of practice says inspection records are crucial to defending claims, and that nil returns should be recorded too.

Weather capture

Digital form: use Record current conditions. On paper, record date/time, temperature (°C), wind (mph and direction), conditions and source. Keep observed conditions separate from forecast estimates.

2. Defects

Were any defects found?

☐ Yes ☐ No

Defects (copy this block for each one; if applicable)

Defect * (choose one)

- ☐ Pothole
- ☐ Trip hazard on footway
- ☐ Kerb damage
- ☐ Ironwork or cover
- ☐ Signs
- ☐ Road markings
- ☐ Lighting
- ☐ Gully or drainage
- ☐ Vegetation or sight lines
- ☐ Barrier or bollard
- ☐ Other

Location (house number, bay, lamp column) *

Where it is (GPS)

Optional. Mark the defect so the repair gang finds it.

What is wrong?

Depth or height (mm)

By a ruler or gauge at the deepest point or the highest edge.

Width (mm)

Use a tape, or measure from a photo looking straight down, with a rule or a known bay line in the same plane.

Length (mm)

Area (m²) (if applicable; worked out automatically in the app)

Against your investigatory level (if applicable; worked out automatically in the app)

Response * (choose one)

- ☐ Make safe within 24 hours
- ☐ Repair within 28 days
- ☐ Planned works
- ☐ Monitor at next inspection

Made safe on site (coned or signed)? (if applicable)

- ☐ Yes ☐ No

Photos (with a scale if possible) (photos: attach, or note the file names)

is_over (worked out automatically in the app)

is_unsafe (worked out automatically in the app)

is_area (worked out automatically in the app)

If applicable: Not made safe on site. Cone or sign it now, or arrange the response within 24 hours, and record who was told.

Defects needing action within 24 hours (if applicable; worked out automatically in the app)

Defects to repair within 28 days (if applicable; worked out automatically in the app)

Planned works (if applicable; worked out automatically in the app)

Monitor at the next inspection (if applicable; worked out automatically in the app)

At or over your investigatory level (if applicable; worked out automatically in the app)

24-hour defects not made safe (if applicable; worked out automatically in the app)

Area to repair (m²) (if applicable; worked out automatically in the app)

If applicable: A defect needing action within 24 hours was not made safe on site. Arrange it now and record who was told.

Well-managed Highway Infrastructure, the UK Roads Liaison Group code of practice, is not statutory. Its 2016 edition recommends a risk-based inspection regime, with each authority setting inspection frequencies by the network hierarchy and recording defects with a response based on risk. The response categories here are examples: use your own policy.

Walk Cam: route inspection

Walk Cam video walk-through: available in the SiteSurvey app only.

3. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Actions open or in progress (if applicable; worked out automatically in the app)

Next inspection due

Set by the inspection frequency the authority or owner has set for this hierarchy category.

Days to next due (if applicable; worked out automatically in the app)

If applicable: The next inspection due date is before the inspection date. Check the date.

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.