

CP28 - FOOTPATHS - INSPECTION, EVALUATION AND MAINTENANCE OF

BACKGROUND

In order to minimise the potential for 'slip, trip and fall' injuries to people using footpaths, Council has developed a risk management approach for its footpath network.

Council has recognised that 'slips, trips and falls' associated with footpath networks form a significant percentage of public liability claims received by councils within NSW.

The procedures developed for this purpose are derived from industry best practice as documented in the "Statewide Mutual Best Practice Manual – Footpaths, Nature Strips and Medians".

This policy applies to footpaths surfaced with concrete, asphaltic concrete, bitumen seal or pavers.

This policy does not apply to turfed, gravel surfaced or unformed footpaths, boardwalks, walkways or walking trails.

OBJECTIVE

To support procedures for the inspection, evaluation and maintenance of footpaths.

PRINCIPLES

Provide a managed level of public safety for users of footpath networks and to extend the life of footpath assets by timely maintenance and rehabilitation.

POLICY STATEMENT

Council aims to provide a managed network of footpaths for pedestrians to utilise.

This policy, together with the Procedures "Inspection, Evaluation and Maintenance of Footpaths", provides the guidelines for managing Council's footpaths.

Council will, within its budgetary constraints, endeavour to provide a level of funding each year to meet the maintenance requirements documented in the procedures.

RELATED DOCUMENTS

Asset Register – Footpaths.

Procedures – Inspection, Evaluation and Maintenance of Footpaths.

REVIEW DATE

This policy will be reviewed in July 2007.

1.1. FOOTPATHS – INSPECTION, EVALUATION & MAINTENANCE OF – PROCEDURES

INTRODUCTION

The aim of this procedure is to reduce the risk of injury to the public, and reduce Council's exposure to the possibility of a claim should an injury occur by developing and maintaining a systematic approach to inspection, evaluation, maintenance and repair of all footpaths as identified in the Asset Register.

The procedures aim to:

1. Identify hazards by conducting regular formal inspections and/or identification through reporting of hazards by staff or other persons and recorded on Council's Customer Request System.
2. Evaluate the types of hazard and their severity.
3. Develop control techniques to manage the hazards.
4. Determine appropriate frequencies of inspections.
5. Determine an appropriate response time to undertake the necessary inspections and repairs for each category of hazard.
6. Minimise the recurrence of failures using effective maintenance and construction strategies.
7. Develop a system to record and follow the condition of a failed footpath or cycleway system from hazard identification to restoration.

IDENTIFICATION

The footpath inspection programme identifies all the known risks associated with footpaths and generally takes one of the following forms:

1. Proactive inspections:

- Inspections of footpaths are conducted at programmed frequencies determined by reference to Annexure A – Flowchart – Procedures, Inspection, Evaluation and Maintenance of Footpaths.
- Inspections of footpaths are conducted using guidance set out Annexure B – Pathway Inspection Guidelines.
- Inspections are recorded using Annexure C - Footpath Inspection Report

2. Reactive inspections.

Inspections as a follow up to complaints, requests and reports received via Council's Customer Request System.

EVALUATION OF HAZARDS

The identified hazard is evaluated for the severity of the hazard and the risk. The evaluation of the risk is rated in accordance with the guidelines set out in Annexure D – Guide – Assessing Footpath Risk Rating.

CONTROL OF RISK EXPOSURE

The type and style of control technique to be adopted will depend on the resources, facilities and expertise available to Council.

Considerations to be taken into account when deciding on the control measures to be adopted are the type of control measure that should be adopted and the time in which to respond.

Basic control measures by Council include:

- Making the area safe by the erection of temporary barriers or barricades,
- Effecting temporary repairs of the damaged area, and
- Replacement of the damaged area.

Risk Action Response Times are determined on the basis of priority and Council’s ability to respond.

The following table sets out the basic set of response criteria.

Table 1 – Footpath Risk Action Response

Priority	Control Mechanism	Response Time
Low	Consideration should be given as to whether action needs to be taken	As resources permit
Medium	Programme into maintenance works	30 Days
High	Make safe immediately Effect repair or replacement	4 Hours 7 Days
Very High	Make safe immediately Effect repair or replacement	4 Hours 48 Hours

RECORDS MANAGEMENT

1. Customer Request System
2. Footpath Inspection Report
3. Summary of Footpath Works Required
4. Works Orders

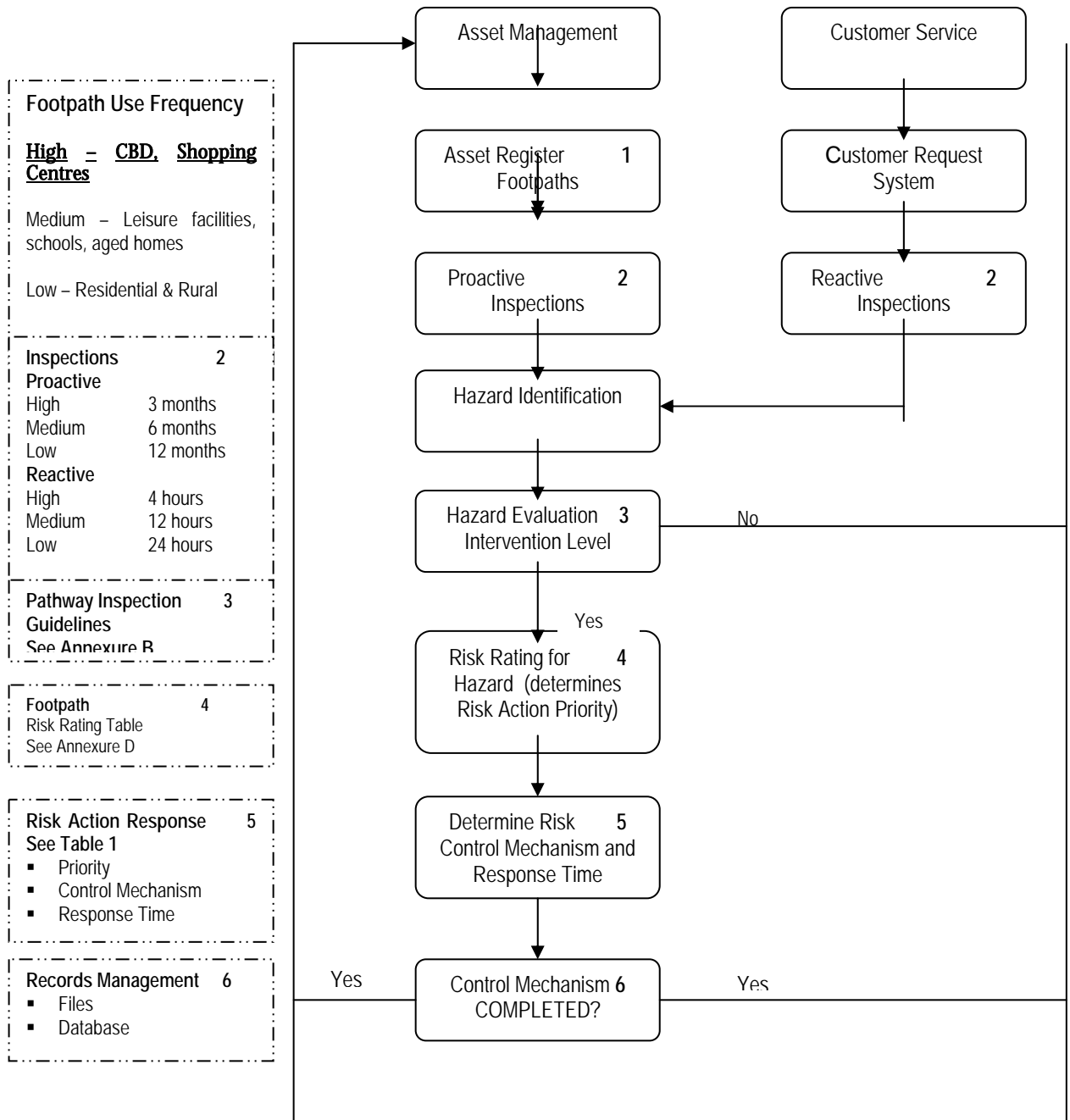
REFERENCES

1. Australian Standard AS/NZ 4360:1995 Risk Management.
3. Statewide Mutual Best Practice Manual – Footpaths, Nature Strips and Medians.

ANNEXURES

- A FLOWCHART – PROCEDURES INSPECTION, EVALUATION AND MAINTENANCE OF FOOTPATHS AND CYCLEWAYS
- B PATHWAY INSPECTION GUIDELINES
- C FOOTPATH INSPECTION REPORT
- D GUIDE – ASSESSING FOOTPATH RISK RATING

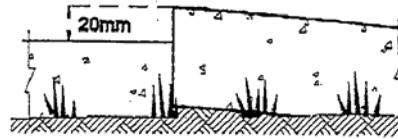
**ANNEXURE A
FLOWCHART
PROCEDURES INSPECTION, EVALUATION AND MAINTENANCE OF FOOTPATHS**



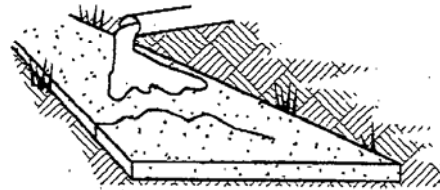
ANNEXURE B
PROCEDURES INSPECTION, EVALUATION AND MAINTENANCE OF FOOTPATHS

Pathway Inspection Guidelines

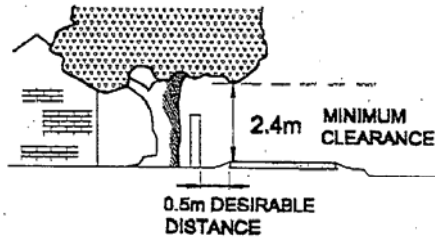
TRIP == WHERE THE PATHWAY IS RAISED MORE THAN 20mm.



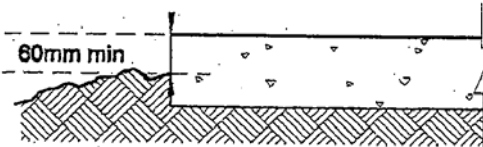
SLIP == WHERE SURFACE OF PATHWAY IS UNSAFE OR DAMAGED.



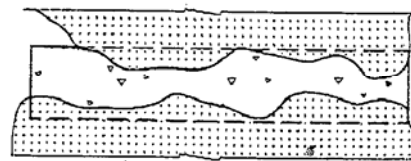
CLEAR == WHERE TREES OVERHANG PATHWAY WITH LESS THAN 2.4m CLEARANCE.



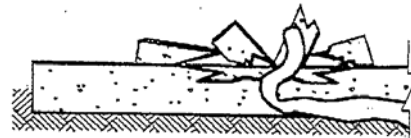
DROP == WHERE SURROUNDING GROUND LEVEL DROPS MORE THAN 60mm.



BUILD UP == WHERE GRASS, SAND OR DEBRIS COVERS PATHWAY 40% OR MORE.



ROOTS == WHERE TREE ROOTS DAMAGE OR INTERFERE WITH PATHWAY.



**ANNEXURE C
FOOTPATH INSPECTION REPORT**

ROAD/STREET.....**TOWN**
.....

DATE/...../..... **INSPECTOR**

What is the cause and size of the trip hazard

- Settlement / Erosion
- Vehicle
- Repairing
- Water
- Wear & Tear
- Tree Root Intrusion
- Lighting
- Other

What is the lighting like

- Day**
- Night**
- Excellent /
 - Good /
 - Adequate /
 - Inadequate /
 - No Artificial /

Is the surface uneven and to what degree

- Slight
- Uneven
- Very
- Extreme

Are there shadows on the footpath

- Day**
- Night**
- None /
 - Little /
 - Some /
 - Medium /
 - Heavy /

Is the surface slippery and to what degree

- Slight
- Uneven
- Very
- Extreme

Is there a minimum of 2.4 m clearance under overhanging branches

- No Yes**
-

Joint Displacement

- < 5 mm
- 5 to 10mm
- 10 to 20mm
- 20 to 30mm
- >30mm

Is the footpath frequently used

- High** – CBD, shopping centres
- Medium** – leisure facilities, schools, aged homes
- Low** – residential and rural

Comments / repair method.....
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.....

Signature _____

Date _____

ANNEXURE D
GUIDE – ASSESSING FOOTPATH RISK RATING

ASSESSING FOOTPATH RISK RATING		LIGHTING	Lighting excellent	Lighting good	Lighting adequate	Lighting inadequate	No artificial lighting
		SHADOWS	No shadows	Little shadow	Some shadow	Medium shadow	Heavy shadow
TRIP SIZE (mm)	UNEVENNESS	SLIPPERINESS	If the rating is in the shaded area, you must consider the volume of traffic and the location of the footpath. High volumes go to the next level up, Medium volumes move to the next level right, Low volumes stay in the level.				
> 30	Extreme	Extreme	VH	VH	VH	VH	VH
20 to 30	Very	Very	H	H	H	VH	VH
10 to 20	Uneven	Uneven	H	H	H	H	VH
5 to 10	Slight	Slight	M	M	M	H	H
< 5			L	L	L	L	L

