



# Appendix J: Road Safety Audit Templates

Streetscape Design Guide 2025

Worcestershire County Council

# Appendix J - Road Safety Audit Templates

## Introduction

A Road Safety Audit is a systematic process for checking the road safety implications of highway improvements and new road schemes. The objective of the process is to minimise future road collision occurrence and severity once the scheme has been built and the road comes into use.

The Road Safety audit considers all road users, particularly vulnerable users such as pedestrians and pedal cyclists. Having identified potential road safety problems, the audit then makes practical recommendations for improvement.

Worcestershire County Council require all changes and improvements to the highway that have the potential to change driver behaviour to undergo Road Safety Audit at the design, construction and post opening stages.

If a scheme is not considered to require a safety audit, an exemption statement must be set out using template A with signed approval from Worcestershire County Council.

All Road Safety Audits must have a brief set out by the designer using template C 'RSA Brief' and this should be submitted to Worcestershire County Council for approval. The developer can then employ any professionally accredited Road Safety Audit team to carry out the audit. The final audit report for submission to Worcestershire County Council must be set out using template D. Finally, the designer must provide a full response to the audit using template F. The process is then finalised setting out the agreed actions with Worcestershire County Council.

# A: - Exemption file note template

## A1 Highway scheme details

Details of the highway scheme proposed for exemption from the road safety audit process are provided below.

**Table A1 Highway scheme name, location and description**

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## A2 Exemption statement

In accordance with GG 119 road safety audit, I have examined the 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.

**Table A2 Reasons for exemption**

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## A4 Worcestershire County Council approval

The Worcestershire County Council approval for the exemption from the road safety audit process is provided below.

**Table A4 Worcestershire County Council approval**

Name	
Role	
Organisation	
Signature	
Date	

# Template C. Road safety audit brief template. Tables C1-6

**Table C1 Authorisation**

Date	dd/mm/yyyy
Document Reference	Unique ref
Prepared By	Design Organisation
On behalf of	Name of Project Manager/ Sponsor at Worcestershire County Council
DATE AUDIT REPORT IS REQUIRED	
AUTHORISATION	
Project	Insert scheme name
Report Title	State RSA stage
PREPARED BY	
Name	Author of brief
Signed	
Organisation	Design Organisation
Date	dd/mm/yyyy
I APPROVE THE RSA BRIEF AND INSTRUCT THE RSA TO TAKE PLACE ON BEHALF OF WORCESTERSHIRE COUNTY COUNCIL	
Name	Name of Project Manager/Sponsor
Role	
Organisation	
Signature	

**Table C2 General Details**

Highway Improvement Scheme Name: Road Number:	
Capital Cost Code:	
Type of Scheme e.g. new road scheme, junction improvement, traffic signs and road markings improvement, traffic calming scheme, etc.	
Road Safety Audit Stage (tick as appropriate)  RSA 1 (Interim) RSA 2 (interim) RSA 3 (Interim) RS4 4	
Overseeing Organisation Project Sponsor Details	Design Organisation Details
Police Contact Details (Required for Stage 3 Road Safety Audits only)	Maintaining Agent Contact Details
Road Safety Audit Team Membership (if known)	
Terms of Reference This Road Safety Audit (RSA) is to be undertaken fully in accordance with the DMRB Standard GG 119, as well as the contents of this Road Safety Audit Brief.	

**Table C3 Scheme Details**

General Including scheme purpose and start date for construction
Design Standards Applied to the Scheme Design E.g. DMRB, MfS

<p>Design Speeds Provide details of applied and/or existing speeds</p>
<p>Speed Limits State whether mandatory or advisory Available Actual Speed Survey Data Please request direct from Worcestershire County Council Data Collection - <a href="mailto:TrafficAndAccidentDa@worcestershire.gov.uk">TrafficAndAccidentDa@worcestershire.gov.uk</a></p>
<p>Existing Traffic Flows/Queues: - ATC, turning count and queue info Please request direct from Worcestershire County Council Data Collection - <a href="mailto:TrafficAndAccidentDa@worcestershire.gov.uk">TrafficAndAccidentDa@worcestershire.gov.uk</a></p>
<p>Forecast Traffic Flows Please request direct from Worcestershire County Council Data Collection - <a href="mailto:TrafficAndAccidentDa@worcestershire.gov.uk">TrafficAndAccidentDa@worcestershire.gov.uk</a></p>
<p>Non-Motorised User (NMU) Desire Lines</p>
<p>Environmental Constraints Suggested Contacts and Info – Environment Agency Natural England Magic Map Ecology - <a href="mailto:ecology@worcestershire.gov.uk">ecology@worcestershire.gov.uk</a> Biodiversity - <a href="mailto:ecology@worcestershire.gov.uk">ecology@worcestershire.gov.uk</a></p>

**Table C4 Locality**

<p>Description of Locality Include all constraints within the scheme extent</p>
<p>General Description Road network, road type, land uses etc</p>
<p>Relevant Factors which may affect Road Safety Factors known to the design organisation and considered part of the design. This should also include anything that would not be immediately obvious to the RSA team – such as school crossing patrols and large events, for example.</p>

**Table C5 Analysis**

<p><b>Personal Injury Collision Data Analysis</b></p> <p>Please request direct from Worcestershire County Council Accident Studies maps, stick diagrams and full interpreted listing. You will need to be specific about area to be covered when making request – <a href="mailto:roadsafetyaudit@worcestershire.gov.uk">roadsafetyaudit@worcestershire.gov.uk</a></p> <p>At stages 1, 2, and 3 provide a summary of road traffic collision data covering both the extent of the scheme and the adjoining sections of highway.</p> <p>As a minimum, the most recent 36 months of data.</p> <p>At stage 4, provide 12 months of post-opening validated road traffic collision data.</p> <p>Raw data should be provided as an appendix</p>
<p><b>Departures and Relaxations from Standard</b></p> <p>Include status details, i.e. approved/pending/rejected, and any design strategy records produced for improvements to existing trunk roads and motorways.</p> <p><b>Note all Departures require approval from Worcestershire County Council delegated officer</b></p>
<p><b>Previous Road Safety Audit Reports, Road Safety Audit Response Reports and Exception Reports</b></p> <p>Attach previous reports to the RSA brief or provide an explanation where these are not available.</p>
<p><b>Strategic Decisions – Items outside the scope of this Road Safety Audit</b></p> <p>Includes items outside the scope of this RSA which will not change irrespective of the RSA, for example route choice, junction type, approved departures from standard.</p>
<p><b>List of documents included and drawings</b></p>
<p><b>Documents</b></p> <p>For example: previous RSA reports; design responses; departures; road traffic collision data; walking, cycling and horse-riding assessment and reviews. This could include any relevant operational data such as damage-only collision data or incident logs.</p> <p>This list could be included as an attachment to the RSA brief or a hyperlink to a shared electronic location where the RSA brief information has been collated.</p>
<p><b>Reference and Revision</b></p> <p>Title</p> <p>Date</p>
<p><b>Drawings</b></p> <p>This list could be included as an attachment to the RSA brief or a hyperlink to a shared electronic location where the RSA brief information has been collated.</p>
<p><b>Drawing No. and Revision</b></p> <p>Title</p> <p>Date</p>

Table C6 Checklist

<b>Tick all that are included and provide reasons for those that are not included</b>			
<b>Site Location Plan</b>		<b>Scale layout plans</b>	
<b>Departures and Relaxations from Standards</b>		<b>Construction/typical details</b>	
<b>Previous Road Safety Audit Reports</b>		<b>Previous Road Safety Audit Response Reports and Evidence of agreed actions</b>	
<b>Personal injury Collision Data and analysis</b>		<b>Road traffic collision plot/map</b>	
<b>Traffic signal staging</b>		<b>Traffic counts</b>	
<b>Speed survey data</b>			
<b>Speed surveys</b>		<b>NMU desire lines and volumes</b>	
<b>NMU Context and Audit Report</b>		<b>Items outside the scope of RSA/strategic decision</b>	
<b>Other factors that may impact on road safety</b>		<b>Design speeds/speed limits</b>	
<b>Design Standards used</b>		<b>Adjacent land uses</b>	

# Template D. Road safety audit report template

**Table D1 Project details**

Report Title	State RSA stage
Date	dd/mm/yyyy
Document Reference and Revision	Unique ref
Prepared By	RSA leader organisation
On behalf of	

## D2 Introduction

A description of the proposed highway scheme, including details of its location and its objectives. Make reference to any strategic decisions and confirm that any recommendations to make significant changes in relation to these elements are unlikely to be acceptable.

Details of who supplied the RSA brief, who approved the RSA brief, and who approved the RSA team.

Identification of the RSA team membership as well as the names of other contributors such as the police, maintaining agent and specialist advisors.

Details of who attended the site visit, the date, time periods when the audit was undertaken, and the weather/traffic conditions on the day of the visit. Include the state of completion of the works at the stage 3 RSA.

The terms of reference of the RSA confirmation and that the RSA team has examined and reported only on the road safety implications of the scheme as presented and has not examined or verified the compliance of the designs to any other criteria.

## D3 Items raised at previous road safety audits

Report any of the RSA actions in the RSA response report for the previous stage that have been agreed for action but not completed. Where the RSA action is not completed, or an RSA response report is not provided, outstanding problems and recommendations will be repeated here.

Where the circumstances have changed it may be necessary to revise the earlier problem and recommendation, and this will be included only in section 4.

**Table D4 Items Raised in this Safety Audit**

Problem
Location & Summary Inset location including reference on scheme drawing scheme name Short summary of problem Describe the nature of the problem supported by background reasoning and include the type of collisions and/or road user injuries likely to occur

Recommendation

Provide a proportionate and viable recommendation, based on the RSA stage to eliminate or mitigate the identified RSA problem

**Table D5 Audit Team Statement**

We certify that this road safety audit has been carried out in accordance with GG119	
Road Safety Audit Team Leader	
Name	
Signed	
Position	
Organisation	
Date	dd/mm/yyyy
Road Safety Audit Team Members	
Name	
Signed	
Position	
Organisation	
Date	dd/mm/yyyy

D6 Problem Location Plan

Insert as Appendix to RSA report

# Template F Road safety audit response report template

## F1 Project details

Provide:

**Table F.1 Project details**

Report title:	Include stage of RSA
Date:	Insert date
Capital Cost Code:	
Document reference and revision:	Insert unique document reference
Prepared by:	Insert design organisation
On behalf of:	Insert Overseeing Organisation

**Table F.2 Authorisation sheet**

Project:	
Report title:	
Prepared by:	
Name:	
Position:	
Signed:	
Organisation:	
Date:	
Approved by:	
Name:	
Position:	
Signed:	
Organisation:	
Date:	

## F2 Introduction

Include a summary of the scheme, the stage of the RSA, and the date or reference of the RSA report it relates to.

Provide details of the representatives from the design organisation who prepared the RSA response report.

### F3 Key personnel

Provide:

**Table F.3 Key personnel**

<b>Worcestershire County Council - Overseeing</b>	Insert details of the personnel from the Overseeing
<b>RSA team:</b>	Insert details of the personnel from the RSA team
<b>Design organisation:</b>	Insert details of the design organisation

### F4 Road safety audit decision log

Insert RSA decision log. This can be a spreadsheet appended to the RSA response report.

**Table F.4 Road safety audit decision log**

<b>RSA Problem</b>	<b>RSA recommendation</b>	<b>Design organisation response</b>	<b>Worcestershire County Council Agreed with RSA action</b>
Insert the original problem summary from the RSA report.	Insert the original recommendation from the RSA report.	Insert the design organisation's response.	Insert agreed action to the problem.

### F5 Design Organisation and Overseeing Organisation statements

Include the following statements to be signed by the design organisation and the Overseeing Organisation.

**Table F.5 Design organisation statement**

<b>On behalf of the design organisation I certify that:</b>	
<p><b>1) The RSA actions identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the Overseeing Organisation.</b></p>	
Name:	
Signed	
Position:	

Organisation:	
Date:	

**Table F.6 Overseeing Organisation statement**

<p><b>On behalf of the Worcestershire County Council I certify that:</b></p> <ul style="list-style-type: none"> <li><b>1) the RSA actions identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the design organisation; and</b></li> <li><b>2) the agreed RSA actions will be progressed.</b></li> </ul>	
Name:	
Signed	
Position:	
Organisation:	
Date:	