

Standard

S2251 A1

Formerly SQA-0170

Road Safety Audit

Contents

1	Purpose.....	2
2	Scope	2
3	Implementation	2
4	Applicability of Road Safety Audit.....	3
5	RSA Process Requirements	3
5.1	Stages of Road Safety Audit.....	3
5.2	Initiating the RSA.....	6
5.3	Producing the RSA Brief	7
5.4	Road Safety Audit Team Requirements & Approval	7
5.5	Producing the RSA Report.....	8
5.6	Producing the RSA Response Decision Logs	9
5.7	Repeating an RSA	9
6	Undertaking the Road Safety Audit.....	9
6.1	Road Safety Audit Brief	9
6.2	Road Safety Audit Report	10
6.3	Road Safety Audit Site Visits.....	10
6.4	Stage 3 Road Safety Audits	10
6.5	Preliminary Stage 3 Road Safety Audits	11
6.6	Third-Party Organisation-Led RSA	12
7	Supporting information	12
7.1	Background.....	12
8	Person accountable for this document.....	12
9	Definitions.....	12
10	Abbreviations	16
11	References.....	16
12	Document history	16



1 Purpose

- 1.1 This standard contains the TfL specific requirements for Road Safety Audit (RSA) where there is divergence from the national standard [GG 119](#).

2 Scope

- 2.1 This standard shall be used by all those involved in the implementation of road safety audit on all highway schemes where TfL is the highway authority.

Note: Highway schemes include:

- 1) work carried out under agreement with the Overseeing Organisation resulting from works that affect the Transport for London Road Network (TLRN); or
- 2) a highway scheme being promoted by third-party organisations.

- 2.2 Individuals involved in Road Safety Audit may be employed by TfL or third parties.

- 2.3 This standard shall be used to implement RSA in off-highway locations under TfL operational control.

- 2.4 This standard shall be used to implement RSA on TfL promoted schemes (e.g., Borough schemes), unless the affected highway authority requires the use of an alternative standard.

Note: For example, Trunk Road schemes will apply the parent document GG119.

- 2.5 This standard may be applied by others involved in commissioning and undertaking RSAs on non-TLRN schemes in London if the relevant London Borough/Highway Authority chooses to adopt this standard.

3 Implementation

- 3.1 This standard shall be used in conjunction with Design Manual for Roads and Bridges (DMRB) GG 119.

Note: Users of this standard are expected to fully understand the requirements set out in GG119.

- 3.2 The requirements in this standard are supplementary to those contained in GG 119 (Revision 2.0.1) and shall be used instead of and/or in addition to the equivalent clauses in the parent document.

- 3.3 Requests to depart from the requirements in this standard can only be made in exceptional circumstances and must be submitted to the Overseeing Organisation Specialists for consideration.

- 3.4 Requests (to the Overseeing Organisation Specialists) to depart from this standard must contain justification for the proposed approach, including a review of the risks associated with not following the requirements, and details of mitigations proposed to reduce those risks.



- 3.5 RSA activities related to a requested departure shall not commence until approval has been granted by the Overseeing Organisation Specialists.
- 3.6 The reason(s) for deviating from the requirements in this document and details of the Overseeing Organisation Specialists approval (name and date) shall be recorded within the RSA report.

4 Applicability of Road Safety Audit

- 4.1 Where there are changes to the highway impacting on road user behaviour or resulting in a change to the outcome of a collision on the TLRN, RSA shall apply, regardless of the procurement method.

Note: Temporary traffic management and temporary changes to the TLRN not associated with the construction of a highway scheme, and that last longer than six months in duration, are considered to be changes to the highway.

- 4.2 Temporary traffic management schemes that are in place for less than six months but are likely to result in a significant impact to the TLRN or are considered by the Overseeing Organisation Specialists to have road safety implications shall be subject to Road Safety Audit.
- 4.3 Phased traffic management schemes where the duration of each phase is less than six months, but the combined total duration of all phases exceeds six months, shall be subject to Road Safety Audit.
- 4.4 RSA shall not apply on the TLRN where a change to the highway will not impact on highway user behaviour or change the outcome of a collision.

Note: Like for like maintenance highway schemes are excluded from Road Safety Audit on the TLRN.

- 4.5 The Overseeing Organisation Representative shall complete an Exemption File Note: to be kept on the scheme file (or equivalent) where a decision not to apply RSA on the TLRN has been made.
- 4.6 The Overseeing Organisation Specialists shall be consulted on decisions not to apply RSA prior to completion by the Overseeing Organisation Representative.

Note: An Exemption File Note: template can be obtained from the Overseeing Organisation Specialists.

5 RSA Process Requirements

5.1 Stages of Road Safety Audit

- 5.1.1 Highway schemes shall be subject to RSA at stages 1, 2, 3 and 4.

Note: Interim RSA can be undertaken at any stage.

Note: Interim RSA can be issued as preliminary in accordance with Section [6.5](#)



5.1.2 TfL internally promoted schemes shall not be routinely subject to Stage 4 RSAs.

Note: TfL monitors the performance of highway engineering schemes through the Traffic Accident Diary System (TADS).



5.1.3 Figures 1 and 2 provide an overview of the RSA process and the relevant sections of this document.

Figure 1: Road Safety Audit Process Overview (Stages 1-3)

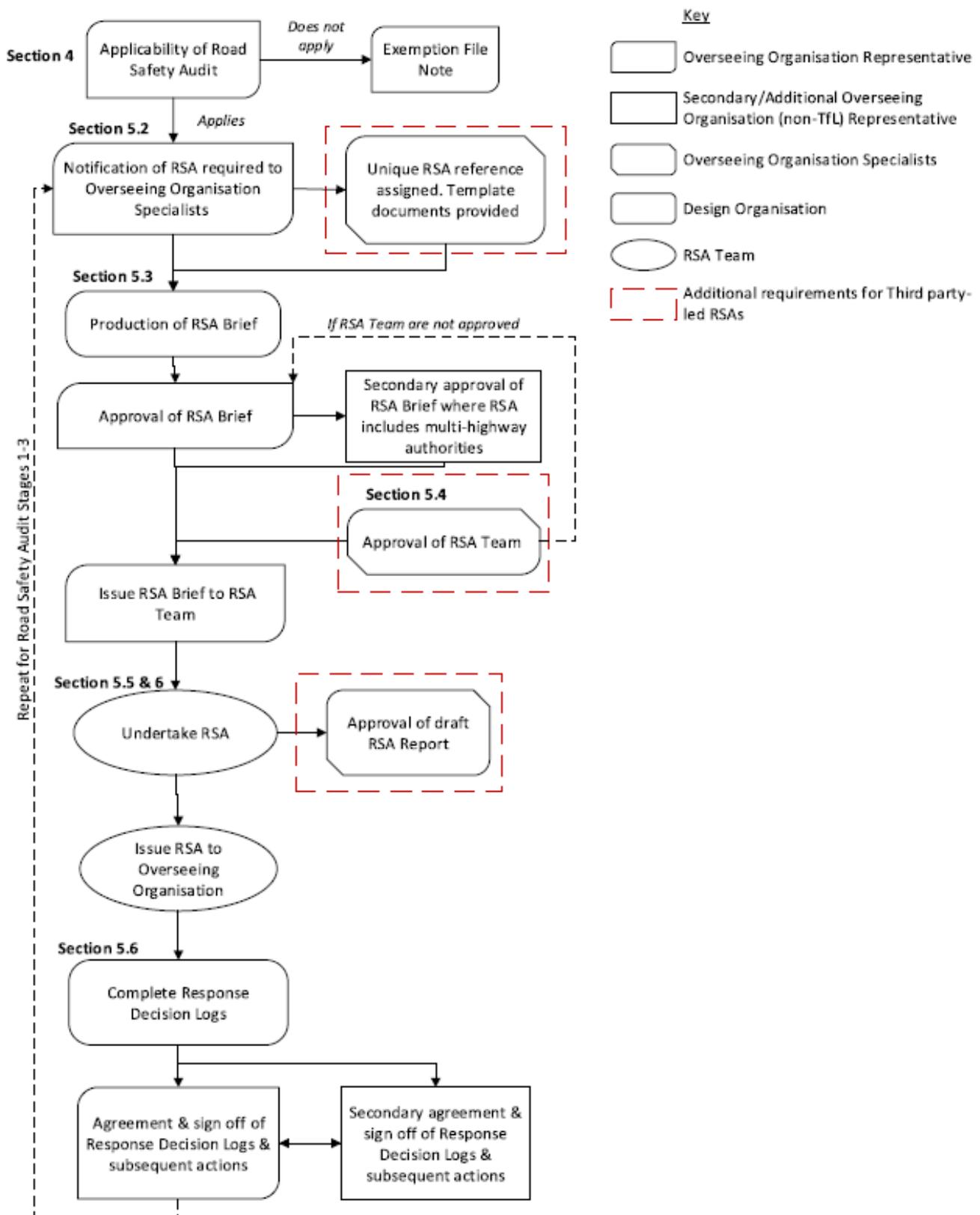
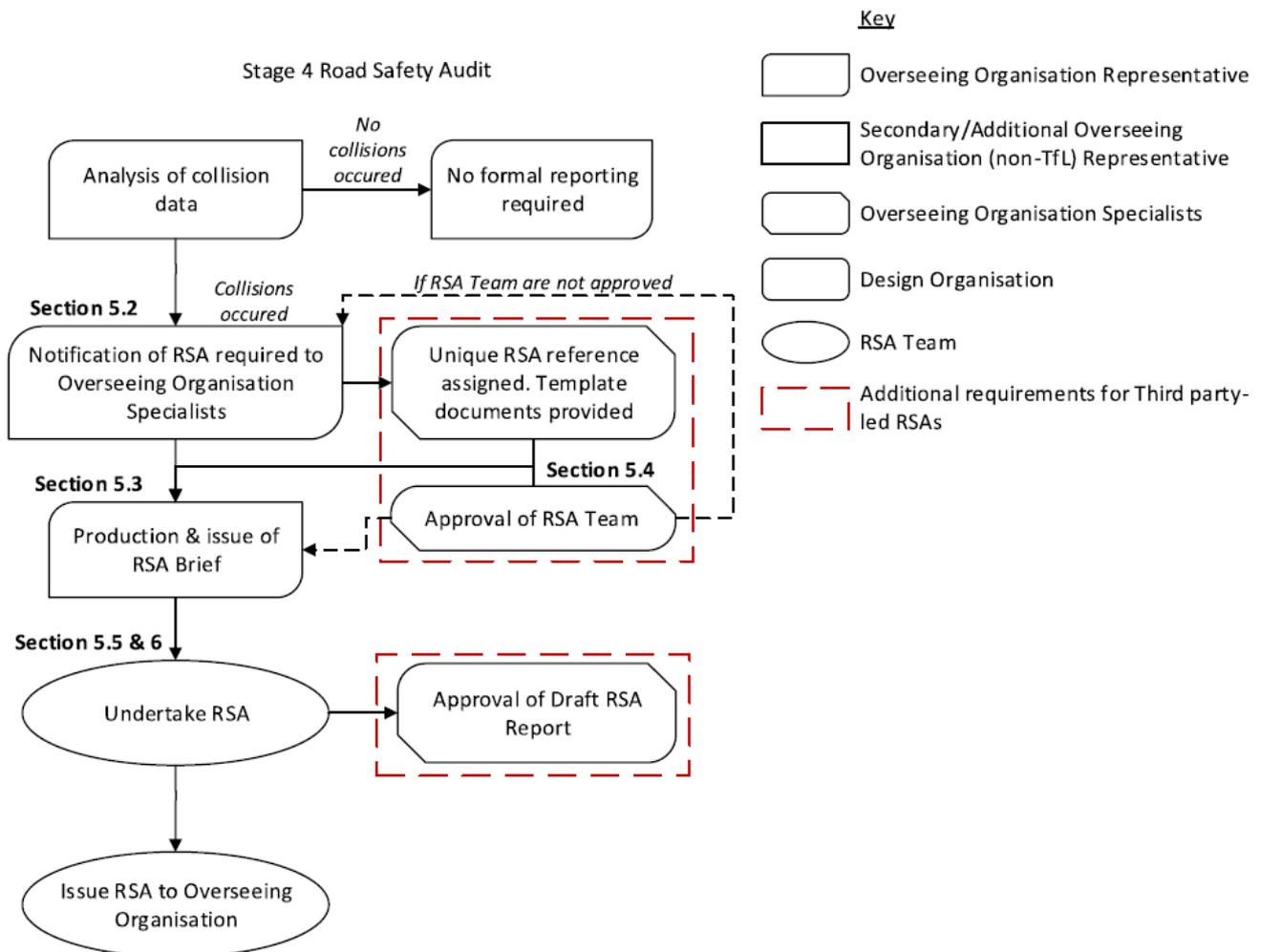


Figure 2: Road Safety Audit Process Overview Continued (Stage 4)



5.2 Initiating the RSA

- 5.2.1 When the need for an RSA is identified, the Overseeing Organisation Representative shall notify the Overseeing Organisation Specialists.
- 5.2.2 For third-party organisation RSAs, the Overseeing Organisation Specialists shall generate a unique RSA reference number and provide a set of template documents for completion by the Overseeing Organisation, Design Organisation and RSA Team.

Note: The template documents include: an Auditor Verification Form, RSA Report Templates, RSA Brief Template and Exemption File Note.



5.3 Producing the RSA Brief

- 5.3.1 The Overseeing Organisation Representative shall have responsibility for approving and issuing the RSA brief to the RSA team.

Note: The Overseeing Organisation Specialists can advise on the suitability of RSA briefs.

- 5.3.2 Where schemes also impact other (non-TLRN) highway networks, the Overseeing Organisation responsibilities are shared between TfL and the other highway authority(s). Therefore, the Overseeing Organisation Representative appointing the RSA team shall define a lead representative and a secondary representative.
- 5.3.3 The Lead Overseeing Organisation Representative shall approve the RSA brief and ensure all Overseeing Organisation Representatives are involved in key decisions.

5.4 Road Safety Audit Team Requirements & Approval

- 5.4.1 The Overseeing Organisation Representative shall request approval of all proposed third-party RSA Teams by the Overseeing Organisation Specialists before the RSA is undertaken.

Notes: 1) Approval is not required for TfL's internal Overseeing Organisation Specialists RSA Teams.
2) Retrospective approval will not be granted, unless there are exceptional circumstances.

- 5.4.2 Where this standard is used by Overseeing Organisations other than TfL, the Local Highway Authority shall be responsible for approving the RSA Team.
- 5.4.3 RSA Team competency shall be assessed by the Overseeing Organisation Specialists on receipt of TfL's Auditor Verification Form for all members of the RSA Team.

Note: The Auditor Verification Form can be obtained from the Overseeing Organisation Specialists as per Paragraph 4.1.2. Individual RSA Team member CVs will not be accepted.

- 5.4.4 All members of the RSA Team shall be current Members (or Fellows) of the Chartered Institution of Highways and Transportation's (CIHT) Society of Road Safety Auditors (SoRSA), or an alternative recognised professional institute specific to RSA if membership is subject to annual reviews.

Note: Membership of SoRSA (or equivalent as appropriate) does not guarantee that Auditors will be given approval.

Note: It is understood that the SoRSA annual review process is a snapshot of experience at the time the review is conducted. Auditors on the TLRN are expected to meet the minimum entry requirements for SoRSA continuously throughout the year.



- 5.4.5 All RSA team members shall provide evidence of their experience of auditing relevant scheme types.
- 5.4.6 Each Auditor shall have a minimum of 12 hours recognised Continued Personal Development (CPD) in the fields of Road Safety Audit, Collision Investigation or Road Safety Engineering in the past 12 months.

Note: Relevant CPD shall be in the form of certified learning, ideally in the form of formal training courses. TfL does not accept outcome-based structured reading as part of this CPD record.

- 5.4.7 At least one individual within the RSA team undertaking RSA on the TLRN shall hold a certificate of competency in RSA in accordance with Appendix G of GG 119 document.
- 5.4.8 Where the proposed RSA team has demonstrated that they meet the competency requirements, the Overseeing Organisation Specialists shall approve the RSA team and inform the Overseeing Organisation Representative.
- 5.4.9 Where the proposed RSA team has not demonstrated that they meet the competency requirements, the Overseeing Organisation Specialists shall reject the RSA team and inform the Overseeing Organisation Representative.
- 5.4.10 RSAs on the TLRN shall not be commenced until each member of the RSA team has received approval by Overseeing Organisation Specialists.

Note: This includes Auditors on TfL's Framework Contracts and Auditors for private developers. RSA reports completed by Auditors who have not passed this verification process will not be accepted.

- 5.4.11 Details of the RSA Team approval by the Overseeing Organisation Specialist (name and date) shall be recorded within the RSA report.

5.5 Producing the RSA Report

- 5.5.1 Only template documents provided by the Overseeing Organisation Specialists (at initiation) shall be used.

Note: This is to ensure the consistency of documentation and references.

- 5.5.2 Third-party organisation RSA teams shall produce and issue a draft RSA report to the Overseeing Organisation Specialists for review, prior to it being issued to the Overseeing Organisation(s).

Note: The Overseeing Organisation Specialists review is to ensure compliance with this standard and consistency across Audits completed by different suppliers and is not a technical review of the problems raised.

5.6 Producing the RSA Response Decision Logs

- 5.6.1 RSA reports completed on the TLRN shall have the Road Safety Audit Response Decision Logs for each Road Safety Problem incorporated within the body of the RSA report at Stages 1, 2 and 3.

Note: A Response Decision Log is not required for Stage 4 RSA reports.

- 5.6.2 The Road Safety Audit Response Decision Logs shall be in the format outlined in the RSA report templates.
- 5.6.3 The Design Organisation must complete the Designer's Response section of the Decision Log.
- 5.6.4 The Overseeing Organisation Representative must complete the Overseeing Organisation comment section of the Decision Log.
- 5.6.5 Where an RSA problem and/or recommendation impacts other (non-TLRN) highway networks, the Lead Overseeing Organisation Representative shall ensure all Overseeing Organisation Representatives respond to problems and issues within their jurisdiction.

Note: The Overseeing Organisation decision logs are required from both TfL and other impacted highway authorities where the proposed scheme impacts both the TLRN and non-TLRN highway networks.

- 5.6.6 Signatures from both the Design Organisation and Overseeing Organisation(s) shall be added within the RSA report.
- 5.6.7 A copy of the completed RSA report (inclusive of the Designer and Overseeing Organisation decision logs) shall be returned to the Audit Team and the Overseeing Organisation Specialists.
- 5.6.8 The Overseeing Organisation Representative(s) shall approve the Road Safety Audit Response Decision Log, to indicate their agreement on the RSA actions.

5.7 Repeating an RSA

- 5.7.1 Stage 1, Combined Stage 1 and 2, and Stage 2 RSAs shall be repeated if the previous RSA for the relevant stage is more than two years old from the date of issue.

6 Undertaking the Road Safety Audit

6.1 Road Safety Audit Brief

- 6.1.1 The RSA brief shall only be produced using the template provided by the Overseeing Organisation Specialists.

Note: The RSA brief should contain all relevant information relating to the highway scheme to be subject to road safety audit, including sufficient information for the stage of road safety audit to be undertaken.



6.2 Road Safety Audit Report

- 6.2.1 RSA reports shall only be produced using the template provided by the Overseeing Organisation Specialists.

Note: Problems should be concise, unambiguous and avoid vague terms.

- 6.2.2 The RSA Team shall not include any items in Section 3 (Stages 1-3) or Section 5 (Stage 4) of the RSA report that have no implications on road user safety.
- 6.2.3 The RSA Team shall not examine or verify the compliance of the scheme design to design standards or any other criteria. However, to clearly explain a safety problem or the recommendation to resolve a problem, the RSA Team may refer to design standards.
- 6.2.4 The RSA is not intended to identify pre-existing hazards which remain unchanged due to the scheme proposals. These concerns fall outside of the remit of Road Safety Audit in general. Safety issues identified during the RSA (and site inspection) that are outside of the Terms of Reference, but which the RSA Team wishes to draw to the attention of the Overseeing Organisation, shall be included in Section 4 of the RSA report.
- 6.2.5 Maintenance defects on the TLRN Noted during site visits shall be immediately reported directly to the maintaining agent and the Overseeing Organisation via the [Street Care website](#).

6.3 Road Safety Audit Site Visits

- 6.3.1 The Overseeing Organisation Specialists shall reserve the right to attend the RSA site visit to assist a third-party RSA Team in completing the Audit.

Notes:

- 1) The Overseeing Organisation Specialists should be notified (via email) a minimum of five working days prior to upcoming site visits.
- 2) If in attendance, the Overseeing Organisation Specialists will not form part of the RSA Team.
- 3) The attendance of the Overseeing Organisation Specialists is intended to ensure consistency across RSAs completed by different suppliers, ensure that RSAs are completed correctly and to provide additional information regarding the site and auditing in London generally which may not be known by the RSA Team.

6.4 Stage 3 Road Safety Audits

- 6.4.1 At Stage 3, and in addition to the daylight site visit, all members of the RSA Team shall visit the site of the scheme together during the hours of darkness to identify hazards particular to night-time operation.



- 6.4.2 At the RSA Team Leader's discretion, and only after agreement from the Overseeing Organisation Specialists, a site may not require a visit during the hours of darkness. In such instances the reasons for not visiting the site at night shall be stated within Section 1.6 of the Road Safety Audit Report along with details of the date and name of the Overseeing Organisation Representative providing the agreement to waive the visit requirement.
- 6.4.3 Metropolitan Police area representatives for the scheme location shall be invited to the Stage 3 RSA site visit.

Notes: 1) The Police should be notified (via email) a minimum of five working days prior to upcoming site visits.

2) The relevant Police contact details will be provided by the Overseeing Organisation Specialist at initiation of the RSA.

- 6.4.4 Where it is not possible to arrange a mutually convenient time, and to expedite the audit process, the RSA Team may visit the site and compile the Audit report separately to the Police visit.
- 6.4.5 The RSA report shall be issued as 'Draft' to the Police, inviting them to submit their comments in writing.
- 6.4.6 Police comments (or confirmation of no comment) shall be incorporated into (Section 1.5 of) the report before the RSA report can be issued to the Overseeing Organisation Specialists.
- 6.4.7 The Police shall provide any comments (via email) for inclusion within the RSA report within 10 working days unless otherwise agreed with the RSA Team.
- 6.4.8 Maintaining agents are not required to be invited to attend the Stage 3 RSA site visit.

6.5 Preliminary Stage 3 Road Safety Audits

- 6.5.1 A Preliminary Stage 3 RSA shall be conducted as per a full Stage 3 RSA as described in Section 4.5 above, with the exception of the night visit.

Note: Seasonal variation may sometimes necessitate undertaking Stage 3 night-time site visits at a late hour. In such cases the RSA Team Leader may elect to defer the night-time site visit, particularly if the personal safety of the RSA Team is considered to be an issue.

- 6.5.2 Night-time site visits shall not be deferred without prior agreement from the Overseeing Organisation Specialists.
- 6.5.3 When deferring the night-time site visit, the RSA report shall be issued as 'Preliminary' until such time as the night-time visit is undertaken and a full Stage 3 RSA can be completed.



- 6.5.4 Deferred site visits should occur within six months of the Preliminary report being issued.
- 6.5.5 The Designer Organisation and the Overseeing Organisation Representative shall complete the Decision Log within the Preliminary RSA as per Section 5.6 above.

6.6 Third-Party Organisation-Led RSA

- 6.6.1 Where third-party organisation-led schemes have the potential to result in highway schemes on the TLRN, the process set out in this document shall be followed for all stages of RSA, including appointment and approval of the RSA team.

Note: The highway scheme can be designed by an organisation working for the third-party organisation rather than an organisation working for the Overseeing Organisation.

7 Supporting information

7.1 Background

- 7.1.1 Design Manual for Roads and Bridges (DMRB) document GG 119 Road Safety Audit (Revision 2.0.1) is the national standard for the application of Road Safety Audit (RSA), mandatory for use on the Motorway and Trunk Road network UK wide.
- 7.1.2 Transport for London (TfL) previously used its own standard (SQA 0170) for the application of Road Safety Audit (RSA) on the Transport for London Road Network (TLRN) which was broadly similar to GG 119 but tailored to the Greater London environment
- 7.1.3 To improve national consistency in Road Safety Audit and to reduce unnecessary repetition of requirements, TfL has adopted Design Manual for Roads and Bridges (DMRB) document GG 119 Road Safety Audit (Revision 2.0.1) and has developed this standard to define local variations.

8 Person accountable for this document

Name	Job title
Ryan Cooper	Head of Profession – Highways and Traffic

9 Definitions

Term	Definition	Source
Design Organisation	The organisation(s) commissioned to undertake various phases of scheme preparation. <i>NOTE: This may be TfL Engineering and/or third-party.</i>	Jargon Buster
Exemption File Note	A Note: held on file, produced by the Overseeing Organisation, which includes the reasons why road safety audit is not applicable to a highway scheme.	Jargon Buster



Term	Definition	Source
Lead Overseeing Organisation Representative	The named Overseeing Organisation Representative responsible for requesting the RSA and ensuring all Overseeing Organisation Representatives respond to problems and issues within their jurisdiction of the scheme being audited (when a scheme covers more than one overseeing organisation. For example: TLRN and local road authority network).	Jargon Buster
Like for like maintenance highway schemes	A highway scheme proposed on the TLRN as maintenance works, that solely involves the replacement or refurbishment of a highway feature with a corresponding feature, which as a minimum, will appear the same, be located in the same position, perform the same and be constructed of comparable materials as the feature it replaces.	Jargon Buster
Maintaining Agent	The organisation responsible for the ongoing maintenance of the highway scheme location.	Jargon Buster
Overseeing Organisation	For the purpose of this process, the Overseeing Organisation is defined as the Highway Authority which, for the TLRN and other TfL assets, is TfL. <i>NOTE: Where highway schemes cross Highway Authority boundaries, it may be necessary to assign dual Overseeing Organisation responsibilities.</i>	Jargon Buster
Overseeing Organisation Representative	The individual accountable for discharging the duties of the Overseeing Organisation.	Jargon Buster
Overseeing Organisation Specialists	Appointed members of the TfL Engineering, Road Safety Team. Contact: TfLSafetyAudit@tfl.gov.uk . When this standard is adopted by other Highway Authorities for their network, a person from the Overseeing Organisation that has the appropriate training, skills, and experience in the road safety discipline.	Jargon Buster
Preliminary Design	For TfL schemes, the term Preliminary Design may also encompass 'Concept Design', 'Optioneering' and 'Feasibility Design' as defined in Pathway	Jargon Buster
Road Safety Audit Action	An agreed action recorded in the road safety audit decision log in response to each road safety audit problem raised.	Jargon Buster



Term	Definition	Source
Road Safety Audit Brief	The instructions to the road safety audit team defining the scope and details of the highway scheme to be subject to road safety audit, including sufficient information for the stage of road safety audit to be undertaken.	Jargon Buster
Road Safety Audit Problem	An identified road safety matter together with a resultant potential collision type, identified highway scheme location and summary.	Jargon Buster
Road Safety Audit Recommendation	A proportionate and viable suggestion for improvement to eliminate or mitigate an identified road safety audit problem. <i>NOTE:: In some circumstances, the recommendation can include further work to be undertaken by the design organisation to establish an appropriate mitigation measure or improvement.</i>	Jargon Buster
Road Safety Audit Report	The report produced by the road safety audit team describing any road safety problems identified by the road safety audit team and the associated road safety recommendations.	Jargon Buster
Road Safety Audit Response and Decision Log	The statements provided after each problem and issue raised within the RSA report. These are used to record the Design Organisation Responses, the Overseeing Organisation comments and agreed road safety audit actions. <i>NOTE: 1: This is equivalent to the road safety audit response report required by GG 119.</i> <i>NOTE: 2: The road safety audit decision log is completed collaboratively by the design organisation and Overseeing Organisation.</i>	Jargon Buster
Road Safety Audit Site Visit	A visit to the location of a proposed/completed scheme by the road safety audit team and other invitees.	Jargon Buster
Road Safety Audit Team	A team that works together on all aspects of the road safety audit, independent of the highway scheme conception, design, construction, and operation. <i>NOTE: 1: The road safety audit team comprises a road safety audit team leader and at least one road safety audit team member.</i> <i>NOTE: 2: A road safety audit team observer is not part of the road safety audit team.</i>	Jargon Buster



Term	Definition	Source
Road Safety Audit Team Leader	A person with the appropriate training, skills and experience who is approved for a particular highway scheme and road safety audit stage by the Overseeing Organisation Specialists. <i>NOTE: 1: The road safety audit team leader is responsible for leading the road safety audit team through the process and managing the production of the road safety audit report.</i>	Jargon Buster
Road Safety Audit Team Member	A member of the road safety audit team working with the road safety audit team leader with the appropriate training, skills and experience who is approved for a particular highway scheme and road safety audit stage by the Overseeing Organisation Specialists.	Jargon Buster
Road Safety Audit Team Observer	A person with the appropriate training, skills and experience accompanying the road safety audit team to gain experience of the road safety audit process and/or highway scheme type.	Jargon Buster
Road Safety Engineering	The design and implementation of highway schemes intended to reduce the number and severity of collisions involving road users, drawing on the results of collision data analysis.	Jargon Buster
Road Safety Matter	An element of the highway environment that could potentially contribute to a road traffic collision or features that could present a risk of injuries to highway users.	Jargon Buster
Road Traffic Collision	Defined as a personal-injury road traffic accident in Reported Road Casualties in Great Britain STATS19 [Ref 3.I].	Jargon Buster
Secondary Overseeing Organisation Representative	The named Overseeing Organisation Representative responsible for providing the Overseeing Organisation response to problems and issues within their jurisdiction of the scheme being audited (when a scheme covers more than one overseeing organisation. For example: TLRN and local highway authority network).	Jargon Buster
Third-Party Organisation	Organisations that are not working on behalf of the Overseeing Organisation and are promoting a highway scheme on the Overseeing Organisation's highway network.	Jargon Buster



Term	Definition	Source
Trunk Road	A major road designated by National Highways as a route of strategic importance.	Jargon Buster

10 Abbreviations

Abbreviation	Meaning
CIHT	Chartered Institution of Highways & Transportation
CPD	Continued Personal Development
DMRB	Design Manual for Roads and Bridges
RSA	Road Safety Audit
SoRSA	Society of Road Safety Auditors
TfL	Transport for London
TLRN	Transport for London Road Network

11 References

List any TfL or external documents that you have referred to.

Document no.	Title or URL
GG 119	National Highways GG 119, 'Road Safety Audit' (Revision 2.0.1).
2008/96/EC	2008/96/EC, 'Directive 2008/96/EC of the European Parliament and of the Council of the European Union 19 November 2008 on road infrastructure safety management.'
GG 101	National Highways GG 101, 'Introduction to the Design Manual for Roads and Bridges'.

12 Document history

Issue no.	Date	Changes	Author
A1	October 2025	First Issue as per Change request No. CR-111175.	Nico Bentall

