

**GREEN SPACES AND AMENITIES**  
**POLICY FOR INSPECTING AND REACTIVE MAINTENANCE**  
**PATHS AND ROADWAYS**

Burnley Borough Council has a responsibility to inspect and maintain its roadways and footpaths in a safe condition to ensure that it has taken reasonable steps to protect safety of the public. This does not mean that it is required to repair every defect of which it is aware of, but that it must carry out regular inspections and must have in place a clear maintenance policy.

**INSPECTIONS**

Walked routine inspections are carried out on all footpaths and roadways in parks and open spaces at predetermined intervals of between 1 to 6 times per annum as follows:

Tarmac Footpaths in parks	once every two months
Roadways	once every three months
Unmade roads or Stone surfaced footpaths	once every six months
Car parks	once every two months

Ad-hoc inspections will be carried out before the commencement of any event, to identify any possible defects that could cause an injury or harm to attendees.

Inspections of defects reported by members of the public will be undertaken within 24 hours

Inspection will be carried out by Parks Officers, Assistant Parks Officer, Team Leaders, Head Gardeners, Playground Officer

All inspections shall be recorded on an inspections sheet (appendix 1), which will be passed to the Parks Officers to keep on file and to organise repair.

Defects found on tarmac footpaths and roadways will be identified by marker spray and numbered if there is more than one on, the number of the defect will be noted on the inspection form.

**A defect will be categorised for severity as follows:**

Hazardous Risk Defect	over 70mm deep
Serious Risk Defect	50 to 69mm deep
Medium Risk defect	30 to 49mm deep
Low Risk Defect	up to 30mm deep

If a Hazardous Risk Defects is located then barriers or cones will be deployed around the defect to separate the public from the risk until repairs are carried out within the timescales, it will be the inspectors responsibility to ensure the public is sufficiently protected from the defect.

Barriers and Cones will be stored at Queens Park Depot

**DEFECTS MAINTENANCE**

Defects will only be repaired if they are regarded as hazardous or serious enough to cause injury or damage to a motor vehicles, pedestrians or cyclists

A supply of bitmac tarmac in bags will be kept in stock for repairs to be able to be carried out, for loose stone surfaces then suitable materials will be stocked.

All repairs carried out will be recorded on the inspections sheet.

**TIMESCALE FOR REPAIRS**

Once an inspection is carried out and a defect found, an assessment will be carried out on the severity, nature and the location to determine timescales for repair.

The defect will be categorised in to four priority levels, these priority levels will have set timescales attached to them, and they are set out as follows:

<b>Severity of Defect</b>		<b>Timescale</b>
Hazardous Risk Defect	over 70mm deep	within 48 Hours
Serious Risk Defect	50 to 69mm deep	within 7days
Medium Risk defect	30 to 49mm deep	within 28 days
Low Risk Defect	up to 30mm deep	rolling programme of repairs

**REPARING POTHOLE**

The specifications for repairing pot holes are as follows:

- Remove all loose materials with in the area of the pothole and sweep it clear of all loose materials and surface water.

- Break off any loose edges of the pot hole.
- Backfill the pothole with bagged bitmac or approved material, compact/roll and finish level with adjoining surface.
- Keep area coned off until reinstatement has hardened or cured.
- Remove surplus materials and leave site in a safe, clean and tidy condition.

Mark Rogers

Operations Manager

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