

# Road Safety Audit (RSA) Brief Template

This brief template can be used by any design organisation completing a Road Safety Audit on behalf of Leicestershire County Council. This template is broadly in line with the template found in GG 119 (Appendix C). It is strongly recommended that an RSA Brief, either to this template or others in line with GG119 are provided to the Road Safety Audit Team prior to undertaking the RSA. Please make sure that all information included in this template is included in any equivalent version used.

## Project summary

<b>Scheme name:</b>	
<b>Scheme reference number:</b> (if applicable)	
<b>Audit stage required:</b>	Interim <input type="checkbox"/> Stage 1 <input type="checkbox"/> Stage 2 <input type="checkbox"/> Combined stage 1/2 <input type="checkbox"/> Stage 3 <input type="checkbox"/> Stage 4 <input type="checkbox"/>

## Brief prepared by:

<b>Name:</b>	
<b>Job title:</b>	
<b>Organisation:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## Key personnel:

<b>Design organisation:</b>	
<b>Project Sponsor:</b> (LCC Officer dealing with your application)	
<b>RSA team members (if known):</b>	
<b>Police contact details:</b> (RSA3 only)	
<b>Maintaining agent contact details:</b>	Leicestershire County Council

## Scheme details

<b>Scheme location:</b>	Road name and number, property number, junction and / or postcode, definition of the scope extents
<b>Scheme type:</b>	For example, junction improvement, traffic calming, etc.
<b>Scheme description and objectives:</b>	Description of proposed works and objective
<b>Design standards applied to the scheme:</b>	For example, Leicestershire Highway Design Guide (LHDG), MfS 2, DMRB
<b>Design speeds:</b>	Provide details of applied and / or existing design speeds
<b>Existing / proposed speed limits:</b>	State whether mandatory or advisory, and if speed data is available
<b>Existing traffic flow / queue data:</b>	Include current automatic traffic counter (ATC) data, up-to-date turning count and queue information (where relevant)
<b>Forecast traffic flows:</b>	Provide future traffic flow data including vehicle proportions (where relevant)

<b>Pedestrian, cycle and equestrian desire lines:</b>	Include details of pedestrian, cycle and equestrian movements in the vicinity of the scheme (where relevant)
<b>Construction completion date (if known – RSA3 &amp; RSA4 only):</b>	

### Locality

<b>Description of the locality:</b>	Include surrounding road network, road type, relevant land uses etc.
<b>Environmental constraints:</b>	For example, sites of special scientific interest (SSSI), conservation areas, listed buildings etc if applicable.
<b>Relevant factors which may affect road safety:</b>	Factors known to the design organisation and considered as part of the design. This should include anything that would not be immediately obvious to the RSA team such as school crossing patrols and regular large events, for example.

### Analysis

<b>Collision data analysis:</b>	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. As a minimum the most recent 36 months of data. At stage 4, provide 12 months of post-opening validated road traffic collision data. Raw data should be provided as an appendix.
<b>Departures from standards:</b>	Include status details, for example approved / pending / rejected

<b>Previous road safety audit stage reports, road safety audit response reports and evidence of agreed actions:</b>	Attach previous reports to the RSA brief, or provide an explanation where these are not available.
<b>Strategic decisions:</b>	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.

<b>List of included documents and drawings</b>		
<b>Documents</b>		
<b>Reference and revision</b>	<b>Title</b>	<b>Date</b>
<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>		
<b>Drawings</b>		
<b>Reference and revision</b>	<b>Title</b>	<b>Date</b>
<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>		

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## Checklist

Select all that are included:

- Site location plan
  - Scale layout plans
  - Departures and relaxations from standards
  - Construction / typical details
  - Previous RSA reports, responses, and evidence of agreed actions
  - Collision data
  - Traffic signal staging
  - Traffic counts
  - Speed data
  - Pedestrian, cyclist and horse-riding desire lines, volumes and assessments
  - Adjacent land uses
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