Self-Assessment Report

# Instruction

This chapter contains some instructions to the use of the self-assessment report which can be deleted. Text in the rest of the report template marked in yellow should be changed or deleted accordingly.

This document is setup as a template for you to record and report the self-assessment team-session. This report should be considered as part of a ‘full report’ on the assessment which would then comprise both the instrument (PROGRESS\_Tool\_VXX.xlsm) and this report. The function of the report is to provide a trace of accountability for yourselves and makes it possible for other assessment teams or follow up assessments to reflect on your decisions and outcomes (repeatability).

**Contributory Factors Assessment**

The tool requires you to assess the contributory factors in the robustness fault tree as presented in the tool. You are expected to identify as a team if a contributory factor is or is not a (significant) issue on your road network based on your expert judgement from the situation in your organisation and road network. This requires brainstorming, discussions and a decision. This document allows and help you to report on these three aspects in:

* Assessment Input: Comments and input from the assessment
* Colour coding
* Motivation: Short motivation for the chosen colour coding

**Countermeasures assessment**

A second part of the self assessment is to assess the organisational level countermeasures currently employed (in the assessed area), to target the identified roadside safety contributory factors. The Excel tool contains a limited set of countermeasures. The countermeasures section in this report can be used to report other countermeasures already employed, that are not in the Excel tool.

**Report Template**

This self-assessment report comes in two templates for you to choose between. You can opt for a ‘classical’ report template or for a table template.

The report templated is structured by the stages (paragraphs) and contributory factors (subparagraphs) in the progress tool. The subparagraphs contain the number (purple box in the progress tool) and name of each contributory factor and are ordered in the same order as the progress tool.

You are free to make your adjustments or additions to the template as desired as it is first and foremost meant to help you to keep a traceable record of your decisions during the assessment.

# Introduction

This document contains the report of the roadside safety assessment session with the *Roadside Safety Organizational Robustness Assessment Tool*, on date.

The following people took part in the road side safety assessment:

|  |  |  |
| --- | --- | --- |
| Name | Department | Expertise / Role |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

The full report of the roadside safety assessment comprises of two parts which supplement each other:

1. The Roadside Safety Organizational Robustness Assessment Tool: PROGRESS – Tool Numbered.xlsm (change name if needed)
2. The self-assessment report: Self-Assessment Report roadside safety PROGRESS.docx (change name if needed)

The Roadside Safety Organizational Robustness Assessment Tool is an instrument aimed to guide users through an assessment of roadside safety in a systematic and logical manner. It helps users to make an expert review of the roadside safety on their network, by systematically addressing the many different aspects of the live cycle of roadsides (including design, implementation and operational live) where problems may occur, resulting in roadside safety issues on your road network.

The assessment is carried out by a team with members that bring together different expertise and roles to review the different aspects on the life cycle of roadsides and its impact on roadside crashes.

All aspects discussed in the assessment are reported by short notes on the input (discussion and brainstorm), a colour coding indicating if a factor is an (important) issue and a short motivation for the colour coding indicating why it is (not) considered an issue.

# Contributory Factors Assessment

## Harm Resulting from ROR Incidents

In this paragraph (or these subparagraphs) you can describe the crash types and road network that are part of the assessment

### Type of run of road Crashes

All run of road crash types are considered in the assessment

### Assassed aREA

The complete road network under our control is considered in the assessment

## Network Performance Monitoring

### C1 Data on (RoR) crashes aren’t collected

#### Assessment Input

Briefly report on the brainstorm / discussions relating to the contributory factor

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

Motivate in a few sentences the colour coding on the contributory factor

### C2 Data on (RoR) crashes aren’t detailed enough

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C3 Data on (RoR) crashes aren’t reviewed

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### Comments on positive and negative conditions

The assessment focuses on the contributory factors. If however the conditions are discussed during the assessment, it might be worthwhile to report the inputs of the discussion.

## Design

### C4 Standard is out of date

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C5 There is no solution available for some issues

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C6 Some road users aren’t considered

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C7 site constraints aren’t considered

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C8 VRS product constraints aren’t considered

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C9 Combined (negative) effects of standards aren’t considered

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C10 Design standard isn’t followed (user errors)

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C11 Insufficient internal design checks/ peer review / risk and value analysis

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C12 Site constraints

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C13 Product Availability

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C14 Budget Constraints

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C15 Design isn’t subject to RSA

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C16 Problem isn’t identified during RSA

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C17 Recommendations from RSA are discarded / ignored

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### Comments on positive and negative conditions

The assessment focuses on the contributory factors. If however the conditions are discussed during the assessment, it might be worthwhile to report the inputs of the discussion.

## Implementation / Installation

### C18 Implementation errors

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C19 Products provided on site are not the same as tested (material / design)

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C20 Inadequate contract specifications and incentives

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C21 Insufficient site supervision

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C22 Implementation isn’t subject to RSA

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C23 Problem isn’t identified during RSA

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C24 Recommendations from RSA are discarded / ignored

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### Comments on positive and negative conditions

The assessment focuses on the contributory factors. If however the conditions are discussed during the assessment, it might be worthwhile to report the inputs of the discussion.

## Operational Life

### C25 Durability issues (corrosion, loose bolts, erosion, etc.)

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C26 Road environment changes (vegetation, erosion, new asphalt layers, etc.)

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C27 Previous impact damage

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C28 Changes to road and traffic conditions (speed limit, ADT, HGV%, etc.)

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C29 Vehicle fleet changes (higher mass, more SUVs, etc.)

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C30 Inadequate maintenance plan

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C31 RSI isn’t carried out

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C32 Problem occurred after last RSI

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C33 Problem isn’t identified during RSI

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

### C34 identified problem isn’t fixed

#### Assessment Input

#### Colour coding

[ ]  Green : This is not an issue on our network

[ ]  Orange: This is an issue on our network

[ ]  Red: This is a significant issue on our network

#### Motivation

## Comments on positive and negative conditions

The assessment focuses on the contributory factors. If however the conditions are discussed in during the assessment, it might be worthwhile to report the inputs of the discussion.

# COUNTERMEASURES Assessment

The countermeasures sheet in the excel contains a limit set of possible countermeasures. You can use this table to report on other implemented countermeasures than described in the excel.

|  |  |  |  |
| --- | --- | --- | --- |
| Box nr. | Box text | Other Countermeasures | Comments |
| C1 | Data on (RoR) crashes aren’t collected |  |  |
| C2 | Data on (RoR) crashes aren’t detailed enough |  |  |
| C3 | Data on (RoR) crashes aren’t reviewed |  |  |
| C4 | Standard is out of date |  |  |
| C5 | There is no solution available for some issues |  |  |
| C6 | Some road users aren’t considered |  |  |
| C7 | Site constraints aren’t considered |  |  |
| C8 | VRS product constraints aren’t considered |  |  |
| C9 | Combined (negative) effects of standards aren’t considered |  |  |
| C10 | Design standard isn’t followed (user errors) |  |  |
| C11 | Insufficient internal design checks / peer review / risk and value analysis |  |  |
| C12 | Site constraints |  |  |
| C13 | Product Availability |  |  |
| C14 | Budget Constraints |  |  |
| C15 | Design isn’t subject to RSA |  |  |
| C16 | Problem isn’t identified during RSA |  |  |
| C17 | Recommendations from RSA are discarded / ignored |  |  |
| C18 | Implementation errors |  |  |
| C19 | Products provided on site are not the same as tested (material/design) |  |  |
| C20 | Inadequate contract specifications and incentives |  |  |
| C21 | Insufficient site supervision |  |  |
| C22 | Implementation isn’t subject to RSA |  |  |
| C23 | Problem isn’t identified during RSA |  |  |
| C24 | Recommendations from RSA are discarded / ignored |  |  |
| C25 | Durability issues (corrosion, loose bolts, etc.) |  |  |
| C26 | Road environment changes (vegetation, erosion, new asphalt layer, etc.) |  |  |
| C27 | Previous impact damage |  |  |
| C28 | Changes to road and traffic conditions (speed limit, ADT, HGV%, etc.) |  |  |
| C29 | Vehicle fleet changes (higher mass, more SUVs, etc.) |  |  |
| C30 | Inadequate maintenanceplan |  |  |
| C31 | RSI is not carried out |  |  |
| C32 | Problem occurred after last RSI |  |  |
| C33 | Problem is not identified during RSI |  |  |
| C34 | Identified problem isn’t fixed |  |  |