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| **Via Local Processes** |
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| **Process Title** | Detailed Road Accident Investigation | **Process Reference** | VLP-NT-012 | **Version** | 3.0 |
| **Date of Issue** | 16-05-2018 | **Date of Review** | 16-05-2019 | **Document Owner** | Service Manager, Safer Highways |

1. **Introduction and scope**

This procedure concerns the way in which a detailed road accident investigation is carried out.

Sites, lengths or other groupings of accidents are identified for detailed investigation in a variety of ways. In addition to preliminary investigations carried out within Safer Highways to identify patterns or clusters of accidents, this may also include requests from Councillors, the public, or colleagues within Nottinghamshire County Council or Via.

Following provisional assessment of basic accident data, the decision may be taken by the Casualty Reduction Manager (CRM) to proceed with a detailed accident investigation.

The investigation is allocated to an Accident Investigator (AI) who will instigate the setting up of a scheme file. This will contain a VFOR-NT-001 Detailed Accident Investigation Report recording the name of the investigator, and the approval for the detailed accident investigation to be performed.

This procedure covers:

* Accident analysis.
* Site visits and surveys.
* Analysis following site visit.
* Abandonment of investigation.
* Remedial measures.
* Comparison of options.
1. **Related documents**
* VRA-025 H25 Site Visits, Inspections and Surveys
* VFOR-NT-001 Detailed Accident Investigation Report
* VFOR-CN-002 Reduced Project Brief
* Instructions 1 to 4 (appended to this procedure)
1. **Related documents**
* Via Risk Assessment VRA-H025 “Site Visits, inspections and surveys”
* Detailed Road Accident Investigation VFOR-NT-001
* Via Project Brief VFOR-CN-001
* Instructions 1 to 4 (appended to this procedure)

1. **Key responsibilities**

Casualty Reduction Manager CRM

Accident Investigator AI

1. **Process**

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|   | Responsibility |
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|  Site Identification  | AI |
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| 4.1 Sites for enquiry are highlighted from several sources such as: |  |
| * Accident Trawls including mass action plans
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| * External Data Requests
 | AI |
| * Internal General Enquiries
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| * Identified by the Data Section
 | AI |
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| 4.2 Accident Investigators will decide if any accident patterns are identified, and if they should be analysed | AI/CRM |
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|  Accident Analysis  |  |
|  |  |
| 4.3 Examine police accident records. See Instruction 1. Any reports should be added to appendix of VFOR-NT-001 | AI |
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| 4.4 Use GIS software to plot locations of accidents. See Instruction 2.  | AI |
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| 4.5 Identify any accident patterns and common factors and record them on form VFOR-NT-001 |  |
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|  Site visits and surveys |  |
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| 4.6 Carry out a site visit, with the assistance of other persons as necessary. Conduct the visit with reference to Instruction 3 and Via Risk Assessment VRA-025 “Site Visits, inspections and surveys” Recorded site notes on VFOR-NT-001 | AI |
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|  Analysis following site visit(s) |  |
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| 4.7 Carry out a further analysis of the accident information in the light of the information obtained from the site visit(s). This analysis shall attempt to identify or clarify accident patterns and common factors, and should aim to establish the reasons for the accidents occurring. This is recorded in VFOR-NT-001 | AI |
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|  Abandonment of investigation |  |
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| 4.8 Subject to the approval of the CRM the investigation can be abandoned. Record the reasons and approval for abandoning the investigation on form VFOR-NT-001. | AI/CRM |
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|  Remedial measures |  |
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| 4.9 The investigation should seek to identify accident patterns and any appropriate remedial measures. If a number of options are identified estimate the cost of each. For each option, estimate its accident saving potential, and calculate the first year economic rate of return (ERR) and recorded on report VFOR-NT-001 If only one option is identified, its ERR shall still be calculated. Record details of the options considered on report VFOR-NT-001.  |  |
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|  Comparison of options |  |
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| 4.10 The AI presents the options to the CRM, who then determines the preferred option and records the decision on Report VFOR-NT-001. |  |
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**INSTRUCTION 1**

1. Police documents relating to an individual accident should be examined to obtain an objective description of that accident.
2. The information recorded on VIAs STATS19 database should be extracted and outputted on a 2nd level full detail report.
3. Other information can be extracted from the Police Road Accident report card . This should be checked and anything relevant noted on the reports.
4. Once the information has been extracted from the Police Road Accident Report Card, it is necessary to examine all other available documents which form part of the police file on each accident. These documents may include: statements, interviews, police accident investigation reports and drawings. Anything within these documents that could help explain why the accident happened should be recorded.
5. A record shall be made of all documents from which the accident information has been extracted, and added to the appendix of the VFOR-NT-001

**INSTRUCTION 2 - STICK DIAGRAMS**

1. When all available accident data has been examined GIS software should be used to plot accident locations onto a plan
2. Plot diagrams can be produced manually or by computer depending on personal preference.
3. All diagrams produced should contain the following information about each accident if available:

Reference Number

Severity

Day

Date

Time

Maneuvers Diagram

1. Other information can be added as required by the investigator.
2. The drawing should be added to the appendix of the VFOR-NT-001

**INSTRUCTION 3**

Revision A

1. Where appropriate the investigator may drive/cycle/walk through the site and carry out manoeuvres highlighted in the defined accident patterns.
2. If the vehicle used to visit the site is to be parked, it shall be located so as not to prove hazardous to other road users.
3. Whilst on site the investigator shall carry out safety procedures in accordance with Via Risk Assessment VRA-H025 “Site Visits, inspections and surveys”
4. Appropriate photographs of the site shall be taken, from a driver’s eye view where possible, to enable the investigator to visualize the site whilst carrying out detailed investigation at a later stage. If the photographs are stored electronically, they shall be kept in the appropriate directory so that they can be easily found.
5. The on-site investigation may include a sketch of the site, a signing inventory, and appropriate measurements of the site.
6. Informal traffic/pedestrian surveys may also be conducted if appropriate.
7. Whilst carrying out on-site observations/surveys the investigator shall be aware of any detrimental effect their presence and that of their equipment may have on other road users.
8. A summary of the information obtained from the site visit should be recorded on the VFOR-NT-001 Report.