

CORPORATE LAND INSPECTION POLICY PROCEDURES

October 2021



Key Information	
Author	Nikki Ward – Insurance Manager
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Responsible Committee	Policy & Executive Committee
Service Impact Assessment (SIA)	February 2015 & July 2021
Consultee(s)	
Groups and/or individuals consulted during the development of this procedure	Zurich Municipal Risk Services - 2016 Managers responsible for inspection of land – 2016 & 2021 Overview & Scrutiny Commission – January 2017 Cabinet – March 2017
Groups and/or individuals consulted on draft procedure	Managers responsible for inspection of land – January 2021
Governance	
This procedure is available in the following locations:	Publications Scheme [x] Intranet [x] Council website / Service webpage [x]
This procedure has related documents	Yes [x] No [] Insert link to Procedure
The procedure was disseminated to:	Service Managers Staff carrying out inspections
This procedure is due its next review:	October 2026

Document Control

Date	Version	Action	Amendment(s)
07/09/21	1		

Content

	Page/s
1. Introduction	4
2. Procedure	5
3. Links to other Corporate Policies or Partners Documents	8

1. Introduction

Basildon Borough Council are committed to achieving an effective and proportionate inspection regime, therefore, the aim of the Corporate Land Inspection Policy is to encourage the adoption of an efficient and consistent approach in the collection, processing and recording of land inventory and condition and is underpinned by these procedures and the asset strategies and the procedures of the individual service areas.

Basildon Council's land (and equipment on this land) is subject to periodic inspections and compliance monitoring. This is to ensure Basildon Council complies with current legislation and continually improves its performance.

The establishment of an effective regime of inspection, assessment and recording is the most crucial element of land maintenance and provides the basic information for addressing the core objectives of land maintenance, namely safety, serviceability and sustainability.

The characteristics of the regime, including frequency of inspection, items to be recorded and nature of response, are detailed in these procedures which should be read in conjunction with the accompanying policy.

Link to Corporate Land Inspection Policy

The procedures detailed below provide guidance when completing inspections of land:

- Inspection Frequency Guidelines
- Example Pro-Forma Inspection Form
- Category of Defect and Response Times

2. Procedure(s)

INSPECTION FREQUENCY GUIDELINES

ITEM	MINIMUM FREQUENCY	BEST PRACTICE FREQUENCY
Leisure & Community Paths / Hard Surfaces/Facility Parking	Two inspections per annum	Two inspections per annum
Parks & Countryside Paths / Hard Surfaces/Facility Parking	Reactive	Two inspections per annum
CRA Paths / Hard Surfaces/Facility Parking	Two inspections every three years	Two inspections per annum
Footbridge (majority owned by ECC)	Inspection once every two years	Annual inspection
Bus Shelters	Reactive	Two inspections per annum
Bollards	Reactive	Two inspections per annum
Clocks / War Memorials	Annual inspection	Annual inspection
Lamp Columns	Inspection once every six years	Inspection once every three years
Seats / Benches	Reactive	Two inspections per annum
Play Equipment (including enclosures & gates)	Weekly inspection with increased frequency in some areas based on risk assessment	Weekly inspection
Fences / Gates / Railings / Walls (main entrances & exits)	Reactive	Two inspections per annum
Inspection / Drain / Manhole Covers	As part of routine grounds maintenance contract and general walkabouts	Two inspections per annum
Life-buoys	Weekly inspection	Weekly inspection
Lakes /Water Features & Platforms / Fishing Swims	Two inspections per annum	Two inspections per annum
Pitches / Courts	Weekly inspection	Weekly inspection
Cemetery Land	Two inspections per annum	Two inspections per annum
Cemetery Memorials	Inspection/topple testing once every five years	Inspection/topple testing once every five years
Car Parks (Pay & Display)	Twelve inspections per annum	Twelve inspections per annum
Housing Land	Two inspections per annum with increased frequency in some areas based on risk assessment	Two inspections per annum
Estates Land	Two inspections per annum	Two inspections per annum
Town Centre Paving & Fountains	Weekly inspection	Weekly inspection

EXAMPLE PRO FORMA INSPECTION FORM

Department:			Form Ref:	
Location:				
Weather Conditions:		Inspector's Name:		
Date:		Inspection Frequency:		
Time:		Daily/Monthly/Quarterly/Bi-Annually		
Area inspected:				
Item or Location Identifier	Specific Item or Location	Defect Yes/No	Defect Category	Remedial Action Date reported : Who reported to: Purchase order No:
Footpath –				
Footpath –				
Footpath –				
Land –				
Land –				
Additional Items (if applicable)				
Fencing/Railings				
Gates				
Litter /Dog bins				
Seats/Benches				
Shelters				
Signs				
Posts/Bollards				
Bridges/Footbridges				
Gully/Manhole covers				
Ditches/Drains				
Photo's of defects attached:	I declare that during the inspection no defects were found other than those specified above. <div style="text-align: center;"> Signature:..... Position:..... </div>			
Yes/No				

CATEGORY OF DEFECT and RESPONSE TIMES

Category 1 – Urgent Safety Related Defect, make safe within 7 days

Category 2 – High Priority Defect, repair within 1 to 6 months

Category 3 – Low Priority Defect, repair within 6 to 12 months or defer until high priority

Guidance for Defect Identification and Categorisation

Damage is defined as a defect in the land which impairs the value or usefulness of the land and provides a safety hazard for users of the land. Whether these defects should be treated as category 1, 2 or 3 defects and the preferred nature and speed of response will depend, amongst other things, upon the risk posed by the depth and surface area of the defect, the location of the defect and the volume and type of usage of the land.

Category 1

Defects presenting an immediate and critical hazard or risk of rapid structural deterioration that require urgent or prompt attention, will be made safe within seven calendar days. When a temporary repair is made to a category 1 defect, permanent repair should then be carried out within one calendar month. Such defects will include:

- Pothole, trench or other abrupt level difference on general surface of 40mm in a high risk area (outside schools, near other areas used by vulnerable user groups, increased footfall areas etc.) or 75mm on other general areas of land or greater in depth and/or extending in any one direction greater than 300mm
- Trip hazards on paving with gaps wider and deeper than 20mm in a high risk area (outside schools, near other areas used by vulnerable user groups, increased footfall areas etc.) or 40mm on other paved areas
- Rocking flagstones or paving slabs greater than 20mm in a high risk area (outside schools, near other areas used by vulnerable user groups, increased footfall areas etc.) or 40mm on other paved area's
- Rapid change of footway surface profile greater than 25mm and extending less than 600mm
- Seriously damaged or defective street furniture, fencing, signs or equipment
- Collapsed or missing manhole covers or gratings
- Major debris or spillage
- Land collapse
- Isolated standing water of a depth and location

Category 2

Defects presenting a moderate level of hazard or risk which do not represent an immediate or imminent hazard, will be repaired within one to six calendar months. Such defects will include:

- Pothole, trench or other abrupt level difference on general surface of 20mm or greater in depth and/or extending in any one direction greater than 200mm
- Trip hazards on paving with gaps wider and deeper than 15mm

Category 3

Defects presenting a low level of hazard or risk with minor safety implications, will be repaired within six to twelve calendar months or deferred when budget constraints exist. Such defects will include:

- Pothole, trench or other abrupt level difference on general surface of 15mm or greater in depth and/or extending in any one direction greater than 100mm
- Trip hazards on paving with gaps wider and deeper than 10mm

3. Links to other Corporate Policies or Partner documents

- Corporate Land Inspection Policy 2021
- Corporate Plan 2021-2024
- Essex Highway Maintenance Strategy April 2008
- Well Maintained Highways Code of Practice 2005

Monday to Friday
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