



West Midlands Road Safety Partnership

# Safety Camera Protocols

September 2009



west midlands  
casualty reduction  
s c h e m e

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## Section 1 – Overview

### 1 Introduction

- 1.1 These Operating Protocols form the basis of the working arrangements for the operation of Safety Cameras within the West Midlands Metropolitan Area, overseen by the West Midlands Road Safety Partnership.
- 1.2 The aim of the safety camera scheme, known as the West Midlands Casualty Reduction Scheme is:
  - ◆ Through a combination of enforcement, engineering and education to reduce the number of people killed or seriously injured in road collisions in the West Midlands.
  - ◆ To raise public awareness of the fixed and mobile safety camera sites.
  - ◆ To influence driver's attitude away from inappropriate speed.
- 1.3 The safety camera scheme operates under the title West Midlands Casualty Reduction Scheme and further details can be found on the website [www.wmsafetycameras.co.uk](http://www.wmsafetycameras.co.uk).

### 2 Partners

- 2.1 Partners responsible for the effective operation of the Safety Camera network are:
  - ◆ Birmingham City Council
  - ◆ Coventry City Council
  - ◆ Dudley Metropolitan Borough Council
  - ◆ Her Majesty's Courts Service
  - ◆ Highways Agency
  - ◆ Sandwell Metropolitan Borough Council
  - ◆ Solihull Metropolitan Borough Council
  - ◆ Walsall Metropolitan Borough Council
  - ◆ West Midlands Police
  - ◆ Wolverhampton City Council

### 3 Principle Roles and Responsibilities

- 3.1 The enforcement lead partner will co-ordinate the main elements of the scheme and will ensure the scheme operates in accordance with Government guidelines. However all partners will have responsibility for ensuring that the network operates efficiently and sites are maintained to highest standards.
- 3.2 West Midlands Police (enforcement lead partner):
  - ◆ To ensure that the integrity of the camera enforcement equipment and system is maintained to the required standards.
  - ◆ To ensure that the integrity of the Vehicle Procedures/Fixed Penalty Office system is maintained to the required standards to minimise unnecessary delay for processing of Fixed Penalty Notices (FPNs) by West Midlands Police and Her Majesty's Courts Service.
  - ◆ To gather and collate information on casualties and other data relevant to speed enforcement.
  - ◆ To carry out the processing of offences in accordance with legislative requirements.

- ◆ To ensure that all enforcement and offence processing equipment is used in the most efficient manner possible.

### 3.3 Local Authorities and Highways Agency:

- ◆ To put in place measures to promote road safety and reduce the need for safety cameras.
- ◆ To facilitate local consultation on priority sites within their area.
- ◆ To maintain fixed sites, red-light sites, average speed camera sites and mobile site locations to the agreed specification in terms of signage, foliage management, electricity supply.
- ◆ To ensure highways authority approval via the appropriate Cabinet Portfolio Holder.

### 3.4 Her Majesty's Courts Service:

- ◆ To process the FPNs in the court system within agreed timescales.
- ◆ To ensure that the processing of FPN'S meets the standards required by the Lord Chancellor's Department's (LCD) Management Assurance Programme (MAP) and the relevant audit guidelines.
- ◆ To report Vehicle Procedures/Fixed Penalty Office problems or faults to the West Midlands Police as soon as is practical and in accordance with specified procedures.

## 4 Steering and Reporting Arrangements

4.1 A Site Selection Focus Group is established to bring together all partners. The purpose of the Group is to deal with the necessary consultation with the seven local authorities that constitute the West Midland area, particularly regarding new sites for subsequent years, but also to ensure through the presence of qualified Local Authority Road Engineers, that all the implications of the New Road and Street Works Act, Health and Safety Act and any other relevant legislation are covered. It is also intended to include mobile and red-light enforcement and monitor maintenance issues.

4.2 Notes of the meetings and recommendations of the Site Selection Focus Group shall be reported to the Technical Officers Group at their regular monthly meetings.

4.3 The Technical Officers Group made up of officers of each of the partner organisations shall advise the West Midlands Road Safety Partnership Board on operational matters.

4.4 The Scheme Manager shall provide reports on progress along with expenditure information to the West Midlands Road Safety Partnership as required.

## 5 Operating Arrangements

### Installation of New Sites

5.1 The Site Selection Focus Group shall recommend the location and number of new camera housings. This will be based on safety and other casualty reduction criteria.

5.2 The approval for each site rests with the Cabinet Portfolio Holder in each local authority, whose decision will be based on the data provided.

5.3 Installation of new camera housings will be undertaken in accordance with Department for Transport (DfT) guidance and specification. Installation includes site marking, signage, camera housing and connecting to an appropriate electricity supply.

- 5.4 The asset created by the expenditure will be that of the authority concerned in whose area the site is situated.
- 5.5 A number of suitable speed/red light cameras will be purchased by West Midlands Casualty Reduction Scheme and will be held by West Midlands Police for use as part of the scheme.
- 5.6 Fixed safety and red light camera housings will be supplemented by additional mobile enforcement capacity, based on criteria in Section 2.

#### **Maintenance of Sites and Operations**

- 5.7 West Midlands Police will identify maintenance issues and inform the relevant authority to arrange for maintenance to be carried out on sites to an agreed schedule.
- 5.8 The operation of the camera on site will be the responsibility of West Midlands Police as part of the enforcement process. This will include camera siting within available housings, stocking and unloading film and the subsequent process to the production of fixed penalty notice conditional offers.
- 5.9 West Midlands Police will provide staffing for an effective and efficient enforcement process. The process will also use the appropriate computer system. This will be maintained and, if necessary updated to provide support to the process. The associated costs of staffing, IT systems and running costs will form part of the eligible expenditure approved by the West Midlands Road Safety Partnership Board.
- 5.10 Numbers of FPNs will be monitored by West Midlands Police in relation to the interface with Her Majesty's Courts Service. Regular review arrangements will be undertaken of the workload and the process between West Midlands Police and Her Majesty's Courts Service.
- 5.11 Her Majesty's Courts Service will be responsible for collecting FPN fines under the scheme. The staffing requirement for this will be based on estimates of workload and reviewed periodically.

## Section 2 – Site Selection

### 1 General Principles

1.1 The West Midlands follows the site selection criteria guidance given in DfT Circular 01/2007.

### 2 Determining Factors

2.1 The criteria for siting fixed safety camera housings is:

- ◆ There must be a history of road collisions within an agreed zone. There must have been three or more people killed or seriously injured per km within that zone in the previous three years.
- ◆ There must be a degree of non-compliance with the speed limit.
- ◆ There will be no obvious viable road safety alternatives to camera use.

2.2 The decision to site a fixed camera housing follows a data led approach to ensure that there is a highly targeted deployment strategy

### 3 Types of Site

3.1 There are four main types of equipment that can be used and selection of an appropriate solution will be based upon the nature of the problem at an individual site.

- ◆ Fixed safety camera housings are used at sites where collisions are clustered around a particular point or location.
- ◆ Mobile speed cameras operate on either a tripod on the highway, or from the back of a specialist enforcement van. The camera can be moved around to carry out enforcement at any potential location. They are used at sites where collisions are scattered along a length of road or where enforcement is needed at specific times of the day or year. This type of enforcement can also be used to complement fixed enforcement.
- ◆ Red-light camera housings are used at traffic-light junctions where collisions are recorded because of vehicles failing to comply with a red traffic light.
- ◆ Average speed camera sites calm the speed over a long distance and can be used at sites where a significant number of collisions are scattered along a length of road and for major road works enforcement.

### 4 Site Selection Criteria

4.1 The table below is adapted from the DfT Circular 01/2007:

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Rule		Fixed speed camera sites		Mobile speed camera sites		Red-light sites
1	Site or route length requirements	Between 0.4 km and 1.5 km		Between 0.4 km and 5 km		From stop line to stop line in direction of travel
2	Number of KSI (killed or seriously injured) collisions	At least 3 KSI collisions per km in the baseline period.*		At least 1 KSI collision per km (average) in the baseline period.*		At least 1 KSI collision within the junction in the baseline period.*  Selection must be based upon a collision history of red-light running.
		* The baseline period is the most recent 36-month period available when proposal is submitted, where the end date is within 12 months of the date of submission.				
3	Total value required	Built-up 22/km	Non-built-up 11/km	Built-up 11/km	Non-built-up 9/km	10
		For sites up to 1 km, the above value is required.				
		For sites longer than 1 km, the value is per km.				
4	Traffic survey results	Speed survey shows free-flow 85th percentile speed is at or above ACPO enforcement threshold in built-up areas and 5 mph over maximum speed limit in non-built-up areas. This can apply to all vehicles or a vehicle class but must be compared consistently.				Evidence of non-compliance with traffic signals.
5	Site conditions that are suitable for the type of enforcement proposed	Loading and unloading of camera can take place safely.		Location for mobile enforcement is easily accessible and there is space for enforcement to take place in a visible, legal and safe manner.		Loading and unloading the camera can take place safely.
6	Suitability of site for camera enforcement	The highway authority must undertake a site survey, demonstrating the following:  a) the speed limit has been reviewed, confirming that camera enforcement is the right solution; b) there is no other cost-effective engineering solution that is more appropriate; c) that the Traffic Regulation Order (where applicable) and signing are lawful and correct.				
<p>New camera sites will be selected using an assessment that includes the level of fatal, serious and slight collisions. The combined level of collisions will be expressed as a numerical scale (see below) and assessed relative to the road classification for the site—whether it is either a 'built-up' or 'non-built-up' area and according to the type of site, i.e. fixed, mobile or red-light.</p> <p>Fatal or serious injury collision = 5 (i.e. 2 serious collisions = 10) Slight injury collision = 1 (i.e. 5 slight collisions = 5)</p> <p>'Built-up-area' is defined as a road with a speed limit of 40 mph or less. 'Non-built-up area' is defined as a road with a speed limit of 50 mph or more.</p>						

## **5 Community Concern Sites**

- 5.1 While the primary objective of the Casualty Reduction Scheme is to reduce Killed and Seriously Injured (KSI) casualties at known collision locations, cameras can also be beneficial at locations where there is community concern.
- 5.2 Community concern sites are where the local community or Police request enforcement at a particular location, for example close to a park or a school. Traffic speeds there are causing concern for road safety, but do not meet the fatal/serious injury criteria. Enforcement at community concern sites can also be undertaken as an interim measure until suitable engineering can be undertaken to reduce the problem.
- 5.3 The protocol on use of community concern sites is as follows:
- ◆ The first stage would be for the Police or Council to identify sites where speed enforcement is likely to be of the most benefit. Three criteria are proposed for collision history, vehicle volume, environmental factors, and where there is road safety risk to vulnerable road users, and features such as schools. If two of the three criteria were met then the request would move to the next stage.
  - ◆ The Police would then carry out surveys to measure the extent of speeding in terms of numbers of drivers exceeding the speed limit, the degree of speeding and suitability of the site for mobile enforcement.
  - ◆ If the speed surveys meet the criteria and the site is suitable, then enforcement would commence. There would be monitoring to see if the problem has been contained or if further enforcement is required.

## **6 Temporary Enforcement**

- 6.1 Cameras are also used to ensure compliance with temporary speed limits at road works on high speed roads, in order to reduce the likelihood of collisions occurring and to ensure road-worker safety.

## **7 Exceptional Sites**

- 7.1 Exceptions from the criteria must be approved by the West Midlands Road Safety Partnership Board, with guidance from the Technical Officers Group with specific reasons for the exception.

## Section 3 – Signing, Visibility and Conspicuity

- 1.1 As part of the National Safety Camera Programme, signing, visibility and conspicuity rules were mandatory to enable costs to be netted off from fine income. This has helped to highlight to motorists where enforcement is being undertaken and, combined with the communications activities undertaken as part of the programme, why enforcement is being undertaken.
- 1.2 A speed limit is made lawful by the presence of street lights and/or a Traffic Regulation Order and the provision of prescribed speed limit signs appropriately located that comply with the Traffic Signs Regulations and General Directions (TSRGD) issued by the Department for Transport..
- 1.3 On every occasion before commencing enforcement at a camera housing site, the deployment officer should check that the relevant speed limit and safety camera signing is present and correct, and that visibility and conspicuity guidance is met.
- 1.4 This camera housing signing, visibility and conspicuity guidance has no bearing on the enforcement of offences. Non-compliance with this guidance does not provide any mitigation of, or defence for, an alleged offence committed under current UK law.

## Section 4 – Deployment Strategy

- 1.1 Not all camera housings are in operation at the same time. We prioritise camera resources among the fixed safety and mobile camera sites, ensuring that cameras are deployed to the areas where they are most needed. Deployment is intelligence led and reviewed every month.
- 1.2 Deployment at fixed camera housings and mobile sites combines three factors to determine the appropriate level of enforcement and helps to identify those sites which should be considered for alternative measures and/or the relocation of the enforcement measure.
- 1.3 The three factors are:
  - ◆ Personal Injury collisions – Based upon DfT guidance for fixed camera housing selection with values determined by a points allocation taking into account severity of injury and location (urban/rural) over the previous three years.
  - ◆ 85% percentile speed – A similar approach with a points allocation based on a mean 85% percentile speed in relation to the Association of Chief Police Officers (ACPO) enforcement threshold from regular survey information over the previous three years with more points allocated the higher the speed.
  - ◆ Recorded activations per hour at camera housings – This factor embraces non-compliance with the set speed limit over the previous three years and distributes points based on frequency.
- 1.4 Using the points scoring for each element a RAG (Red, Amber, Green & White) system can be used to provide a clear visual indication of the status of each site. Appropriate weighting is applied to ensure that the West Midlands Road Safety Partnership's principal objective of reducing road accident casualties is maintained.
- 1.5 Camera housing sites which are not live may still be fitted with a dummy flash unit. These units monitor passing traffic and flash those exceeding the speed limit. However, they are not intended to lead to prosecutions and serve as a deterrent.
- 1.6 The Partnership has agreed to utilise Vehicle Active Speed Signs on the approach to certain camera housing sites where there is poor compliance with the speed limit. This is to raise awareness and warn motorists that they are approaching an camera housing site.

## Section 5 – Relocation of Safety Camera Housings

### 1 Introduction

- 1.1 As part of the annual review process of all cameras housing sites within the West Midlands Road Safety Partnership area, a decision may be required as to whether a housing should be relocated.
- 1.2 Sites identified where cameras may be considered for re-location should fall into 3 categories:
- ◆ sites where an engineering or other solution has been put in place, which significantly reduces the hazard to road users;
  - ◆ fixed camera housing sites where there have been no casualties for at least 5 years and speed surveys indicate an 85th percentile below the ACPO enforcement thresholds;
  - ◆ mobile sites where there have been no casualties for at least 5 years and speed surveys indicate an 85th percentile below the ACPO enforcement thresholds.

### 2 Policy

- 2.1 In order that a consistent and logical approach is taken to relocation of housings, the following policy has been adopted:
- ◆ for sites where an engineering or other solution has clearly reduced the hazard of speed related collisions the site will be considered for camera housing relocation. Before any fixed camera housing is relocated, consultation with ward councillors, residents groups, and local police operational command unit (OCU) must take place, with the Local Authority agreeing to remove the camera;
  - ◆ for fixed camera housing sites where there have been no casualties for at least 5 years and speed surveys indicate an 85th percentile below the ACPO enforcement thresholds (but there have been no significant changes to road design or layout) the following procedures will apply:

<b>Monitoring:</b> Site classified as "White" status and used for monitoring only	Casualty and speed data monitored quarterly for 60 months	Speed profile monitored annually	Any change in profile site re-entered into red/amber/green deployment	
<b>Review:</b> Site profile constant with no collisions, no speed and no community concerns	Casualty profile confirmed as zero.	Speed surveys completed and no concerns.	Consultation with ward councillors, residents associations, and local police	Risk assessment for removal completed
<b>Re-Location</b> Alternative site identified through Planning phase of Site Identification policy.	Re-location costs identified	Final analysis and consultation from donor site completed	If all clear and local authority agrees then final removal authorised by local authority Cabinet Portfolio Holder	Further twelve months collision free then electricity supply removed.

- ◆ for mobile sites where there have been no casualties for at least 5 years and speed surveys indicate an 85th percentile below the ACPO enforcement thresholds, enforcement will be scaled down over the following 12 months and speed surveys will continue to be taken. If speeds remain below ACPO enforcement thresholds, enforcement at these sites will stop.

2.2 The approval for relocation of camera housing rests with the Cabinet Portfolio Holder in each local authority whose decision will be based on the data provided.

