Road Safety Audit (RSA) Decision Log Template

A decision log (previously known as a Designer Response) is the Design Team's recording of their decisions to implement changes to the design arising from comments within a Road Safety Audit report.

This template can be used by any design organisation completing a decision log in response to a Road Safety Audit undertaken on behalf of Leicestershire County Council (i.e. on the LCC highway network). This template is broadly in line with the template found in GG 119 (Appendix F).

Table 1: Project details

Report title (inc. Stage of RSA):	Road Safety Audit Response Report (RSA1)
Date:	21st October 2025
Document Reference and revision:	22052 – RSA Response 1
Prepared by:	DTA Transportation Ltd
On behalf of:	Leicestershire County Council
Scheme Summary:	Construction of a new uncontrolled pedestrian crossing on Launde Road to the south of Countryman Way including dropped kerbs, tactile paving and central refuge. The works are shown on Drawing 22052-04a.

Table 2: Authorisation sheet

Project:	Proposed Pedestrian Crossing Link – Launde Road/ Countryman Way, Markfield
Report title:	Land at Ratby Lane, Markfield – Proposed Pedestrian Crossing **Stage 1 Road Safety Audit –** (MAL/RLPC/RSA1 Rev0)
Response prepared by: (Design Team)	Bradley Mather
	Transport Planner
	DTA Transportation Ltd
	21.10.25
Response Approved by: (Design Team)	Tom Mais
	Transport Planner
	DTA Transportation Ltd
	21.10.25

Table 3: Key Personnel

Overseeing Organisation:	Ben Dutton (Leicestershire County Council)
RSA Team:	Naomi Cook and Johnathan Birkett of Meraki Alliance
Design organisation:	DTA Transportation Ltd Tom Mais - TM@dtatransportation.co.uk Bradley Mather - BM@dtatransportation.co.uk

Table 4: Road Safety Audit Decision Log

RSA Problem	RSA recommendation	Design organisation response	Overseeing Organisation response	Agreed RSA action
Problem 1-1: **Location**: Proposed pedestrian crossing point **Summary:** Potential trip or slip hazard within the crossing point It appears that an existing gulley is located within the carriageway in the vicinity of the uncontrolled crossing which could lead to pedestrians slipping or tripping and falling into the path of a passing vehicle, increasing the risk of collisions involving pedestrians.	Ensure that the pedestrian crossing is located away from the gulley.	The RSA recommendation is accepted. The Crossing location has been adjusted circa 2m south to avoid the gulley. This is reflected in the updated Drawings: **22052-04b** **22052-04b-TRK**		

Table 5: Other matters considered relevant by the overseeing organisation

MATTER	
Location:	
Summary:	
RECOMMENDATION	

Table 6: Design organisation and statement

On behalf of the DESIGN ORGANISATION I certify that:	
1) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the Overseeing Organisation; or	☐
2) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit cannot be agreed and I wish to proceed to an exception report	☐
Name:	
Signed:	
Position:	
Organisation:	
Date:	

Table 7: Overseeing Organisation statement

On behalf of the Overseeing Organisation I certify that:	
1) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit have been discussed and agreed with the design organisation and will be progressed; or	☐
2) The RSA actions and other matters identified in response to the road safety audit problems in this road safety audit cannot be agreed and I wish to proceed to an exception report	☐
Name:	
Signed:	
Position:	
Organisation:	
Date:	