

Great Ellingham Parish Council SAM2 and SID signs Management Policy and Risk Assessment

This document is intended to guide Great Ellingham Parish Councillors and volunteers in their roles as custodians of Speed Monitoring and recording equipment. This policy applies only to the SAM2 and SID signs purchased from Westcotec and operated by the Great Ellingham Community Speedwatch Team on behalf of the Great Ellingham Parish Council and is not applicable beyond this, such as other equipment not purchased by the Parish Council or on private land.

	Hazardous Event	Consequence	Affected	Management controls	Residual risk and further measures
1	Equipment is sited on a dangerous site	Equipment, vehicles or members of the public are endangered	Equipment and members of the Public	Trained Norfolk County Council officers to identify sites to be used. No sites to be used unless formally identified by Norfolk County Council	Tolerable No Further Action needed
2	Collision with moving vehicles	People are injured whilst installing the equipment	Volunteers	All sites will be within 30 mph zones. All volunteers to be advised to maintain a distance of 1m from the kerb whilst fixing the equipment. All volunteers to be advised to wear high visibility jackets at all times. Signs to be moved in daylight hours only.	Tolerable No Further Action needed
3	Obstruction of Footpath	Risk of injury to pedestrians forced to walk in the road to avoid sign	Public	Sign must be fixed to posts identified by Norfolk County Council in such a manner as to not impede footpaths.	Tolerable. No further action needed
4	Distracting moving vehicles	Risk of collision between vehicles or with pedestrians	Pedestrians and vehicle users	Signs to be placed only if identified sites. When fitting signs volunteers are not to make hand signals or gestures to drivers of vehicles. Volunteers must not attempt to stop or direct traffic.	Tolerable. No further action needed

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				If confrontation occurs volunteers to stop fitting the sign and if necessary call 999 or 101 as appropriate. The Parish Clerk must be notified of any incident.	
5	Personal injury whilst installing or removing the sign	Risk of personal injury	Volunteers	All volunteers to follow the installation guidance issued in line with the manufacturer's instructions. Two volunteers to be in attendance where sign is to be installed at a high level requiring the use of steps. Only those who have received a copy of this risk assessment to carry out sign installation. All installation must be carried out by persons over the age of 18 years. Training from the manufacturer is available on request.	Tolerable. No further action needed
6	Personal injury whilst Changing batteries or Downloading data	Risk of Personal	Volunteers	All volunteers to follow the relevant guidance issued in line with the manufacturer's instructions. Only those who have received a copy of this risk assessment to carry out battery changing and/or the downloading of data. All activities must be carried out by persons over the age of 18 years. Training from the manufacturer is available on request.	Tolerable. No further action needed