

Great Ellingham Parish Council Community Speedwatch Team Management Policy and Risk Assessment

This document is intended to guide Great Ellingham Parish Councillors and the volunteers in their roles as members of the Community Speedwatch Team. This policy applies only to the community volunteers who have been formally vetted by the Norfolk Police Authority, and who have undertaken and completed the training as laid down in the Norfolk Police CSW Training Manual.

The volunteers shall be managed by a CSW Co-ordinator who is responsible for a) the recruitment of volunteers to operate the Team's activities, b) organising monthly rotas for the Team to undertake Speedwatch sessions, c) notifying the local Norfolk Police Great Ellingham Beat Manager of the Team's planned Speedwatch sessions, d) providing formal returns to Norfolk Police Community Safety Partnership of all speeding vehicles within 24hrs of the speeding event being recorded by the Team, e) keeping the Great Ellingham Parish Council apprised of the Teams activities and any concerns that may arise, and f) attending the Annual Norfolk Police Community Safety Partnership Event.

All volunteers are required at the start of each calendar year to confirm in writing to the CSW Co-ordinator that they have read/reviewed the CSW Training Handbook and latest amendments. When all Team members have completed this, the CSW Co-ordinator shall formally advise the Norfolk Police Community Safety Partnership using the designated Form.

All the equipment needed to undertake the Speedwatch activity – a) Radar Speed Monitor, b) temporary roadside CSW warning signs, and c) Hi-Viz CSW jackets shall be supplied by the Norfolk Police Community Safety Partnership. All the consumables required – e.g. batteries for the Speed Monitor, shall be funded by the Great Ellingham Parish Council.

	Hazardous Event	Consequence	Affected	Management controls	Residual risk and further measures
1	Injury to CSW volunteers whilst undertaking the Speedwatch activity – e.g. collision with moving vehicles	People injured and the curtailment of the scheduled activity. Plus the potential of equipment / vehicles being damaged	CSW volunteers, Norfolk Police owned equipment, and driver/s of involved vehicle/s	All locations at which CSW Teams can be deployed have to be safety approved and vetted in advance by Norfolk Police. Approved signs that warn drivers of the Team's presence must be deployed in accordance with the Norfolk Police formal guidance. All volunteers must wear the approved and provided Hi-Viz clothing.	Tolerable No Further Action needed
2	Confrontation / threatening behaviour from drivers and/or passers by	People feel at risk of personal injury	CSW volunteers	Formal letters from Norfolk Police are held by Teams for handing over to aggrieved third parties, which explain the Team's authorisation and presence for conducting the activity. In the event this is not accepted, and the aggression continues, the Team shall call 999 and withdraw from the location in order not to prolong or exacerbate the confrontation.	Tolerable No Further Action needed
3	Obstruction of Footpath by the Team undertaking the Speedwatch traffic monitoring activity	Risk of injury to pedestrians forced to walk in the road to avoid the Team	Pedestrians	Whilst each approved location has been safety vetted by Norfolk Police, the CSW Team shall not block the pavement / footpath whilst undertaking their activity. They shall move aside at all times to allow pedestrians to pass by without the need to walk on the road.	Tolerable No Further Action needed

4	Distracting moving vehicles	Risk of collision between vehicles or with pedestrians	Pedestrians and vehicle users	When conducting their activity, CSW Team members are not to make hand signals or gestures to drivers of vehicles. CSW Team Members must not react to any gestures made towards them by vehicle drivers. (NOTE: all rude gestures made by vehicle drivers have to be recorded and reported back to Norfolk Police)	Tolerable No Further Action needed
5	Adverse weather / lighting	Risk of injury to people and / or damage to equipment	CSW Team members and / or third-party owned equipment	CSW Teams shall cease operations if the daylight conditions deteriorate, as drivers may no longer clearly see them. Adverse weather – e.g. torrential rain, will also affect the Team's visible presence at the roadside, and will also affect the equipment operation. The Team shall only operate between the hours of sunrise and sunset.	Tolerable No Further Action needed
6	Personal injury whilst installing or removing the CSW Warning signs	Risk of personal injury	CSW Volunteers vehicle users	All volunteers to follow the installation guidance as set out in the Norfolk Police CSW Training Manual, whilst maintaining a close eye on all moving traffic. Volunteers shall wear their CSW Hi-Viz jacket whilst walking to and from the designated locations for the warning signs.	Tolerable No Further Action needed
7	Personal injury as a result of the placement of CSW roadside Warning signs	Risk of personal injury	Pedestrians	Whilst each approved warning sign location has been safety vetted by Norfolk Police, the CSW Team shall ensure that the placement of each sign shall not block the pavement / footpath. Signs must be placed such that they are clearly visible to drivers, and at the same time positioned to allow pedestrians to pass by without the need to walk on the road.	Tolerable No Further Action needed