

## Newton Flotman Parish Council SAM2 sign Management Policy and Risk Assessment

This document is intended to guide Newton Flotman Parish Councillors in their role as custodians of Speed Monitoring and recording equipment. This policy applies only to the SAM2 sign purchased from Westcotec and operated by Newton Flotman 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  | Effectuated                         | 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 | All sites used to be agreed in advance. Highways informed of sites to be used and sites agreed with Westcotec. All new sites be agreed by a Highways Officer.  | Tolerable<br>No<br>Further<br>Action<br>needed  |
| 2 | Collision with moving vehicles         | People are injured whilst installing the equipment                     | Volunteers                          | All sites will be within 30 mpm zones.<br>All volunteers to be advised to maintain a distance of 1m from the kerb whilst fixing the equipment.<br>All volunteers to be advised to wear high visibility jackets at all times.<br>Signs only to be fixed or moved in daylight hours. | Tolerable<br>No<br>Further<br>Action<br>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 as agreed in 1, in such a manor as to not impede footpaths.  | Tolerable.<br>No<br>further<br>action<br>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.<br>When fitting signs volunteers are not to make hand signals or gestures to drivers of vehicles.<br>Volunteers must not attempt to stop or direct traffic.   | Tolerable.<br>No<br>further<br>action<br>needed |

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|   |  |                         |            | If confrontation occurs volunteers to stop fitting the sign and if necessary call 999. 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 by the Parish Clerk in line with the manufacturer's instructions.<br>Only those who have received a copy of the risk assessment to carry out sign installation.<br>All installations must be carried out by persons over the age of 18 years.<br>Battery charging must be carried out in accordance with the manufacturer's instructions.<br>Training from the manufacturer is available on request. | Tolerable.<br>No further action needed |

This document was reviewed and approved by Newton Flotman Parish Council at its meeting on: 27/03/2018