

**Forncett Parish Council SAM2 sign
Management Policy and Risk Assessment**

This document is intended to guide Forncett 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 Forncett 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 in accordance with guidance from Norfolk County Council	Tolerable No Further Action needed
2	Collision with moving vehicles	People are injured whilst installing the equipment or whilst downloading data from the equipment.	Volunteers	All sites will be within either 30 or 40 mph zones. All volunteers to be advised to maintain the maximum distance practicable (ideally at least 1m) from the kerb whilst fixing or working on the equipment. All volunteers should wear high visibility jackets at all times. Signs to be moved or data downloaded 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	Pedestrians and vehicle users	Signs to be placed only at designated sites. When fitting signs volunteers are not to make	Tolerable. No further

	Hazardous Event	Consequence	Affected	Management controls	Residual risk and further measures
		with pedestrians		<p>hand signals or gestures to drivers of vehicles.</p> <p>Volunteers must not attempt to stop or direct traffic.</p> <p>If confrontation occurs volunteers to stop fitting the sign and if necessary call 999 or 101 as appropriate.</p> <p>The Parish Clerk must be notified of any incident.</p> <p>Volunteers should ensure that they park their own vehicle safely and without causing an obstruction to traffic when installing or working on the equipment.</p>	action needed
5	Personal injury whilst installing or removing the sign	Risk of personal injury	Volunteers	<p>All volunteers to follow the installation guidance issued by the Parish Clerk in line with the manufacturer's instructions.</p> <p>Two volunteers to be in attendance where sign is to be installed at a high level requiring the use of steps.</p> <p>Only those who have received a copy of this risk assessment to carry out sign installation.</p> <p>All installation must be carried out by persons over the age of 18 years.</p> <p>Battery charging must be carried out in accordance with the manufacturer's instructions.</p> <p>Training from the manufacturer is available on request.</p>	Tolerable. No further action needed

This document was approved by Forncett Parish Council at its meeting on: 21 January 2016.