

# Strumpshaw Parish Council

## SAM2 Risk Assessment and Management Policy

Document Control		
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Next review date	May 2027	Minute reference:

### Background:

The Parish Council purchased a SAM2 Speed Activation sign in December 2022. The project is managed by the parish council through volunteers (including councillors) in the community. This risk assessment covers the management of the SAM2 sign.

The parish council will advise volunteers the sites of the posts for the SAM2. These sites have been agreed with Norfolk County Council Highways and are currently agreed as various existing posts on Norwich Road, Strumpshaw within the 30-mph limit as discussed on a site visit on 3 August 2022.

It is a requirement that the SAM2 is moved every 4 weeks between the posts and not to return within 8 weeks. A log should be kept of the places and dates the SAM2 is installed. Data downloads from the SAM2 unit should be emailed to the Clerk for circulation to councillors and publication on the Parish Council website.

### Risks involved and minimising those risks:

Moving the SAM2 is heavy and takes place adjacent to the highway. Volunteers are advised to work in pairs and should wear Hi-Viz waistcoats or jackets, as provided by the parish council when undertaking this work. A lead volunteer will be identified. They will show new volunteers how to handle the SAM2.

### Other things which can be done to minimise risk:

The council will receive regular reports from the volunteers about any potential dangers experienced by the volunteers and will aim to minimise those risks.

	<b>What are the hazards?</b>	<b>Consequence</b>	<b>Who might be harmed?</b>	<b>Management of Risk</b>	<b>Risk – Low, Medium, High</b>
1	Equipment located in an unsuitable location	Equipment, vehicles or members of the public are endangered	Equipment and members of the public	All sites used are agreed in advance with Norfolk County Council.  All new sites must be agreed with Norfolk County Council.	High.
2	Parking space for volunteer's vehicle	Risk of collision between vehicles, volunteers or pedestrians	Volunteers and members of the public	Volunteers to identify a safe place to park their vehicle.	Medium.
3	Collision with moving vehicles	People are injured whilst installing the equipment	Volunteers and members of the public	All volunteers to be advised to maintain 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 ,or data to be downloaded in daylight hours only.	Medium
4	Obstruction of footpath	Risk of injury to pedestrians forced to walk in the road to avoid the sign	Members of the public	Sign must be fixed to highway posts owned by Norfolk County Council in such a manner as to not impede footpaths.  Sign must not be fixed to BT telegraph posts.	Low
5	Obstruction due to overhanging hedges and trees	Risk of injury to volunteers and pedestrians. Sightline not clear between SAM2 and vehicle	Volunteers and members of the public	Overhanging hedges and trees to be reported to the Parish Clerk or Norfolk County Council at <a href="https://www.norfolk.gov.uk/highwaysproblem">https://www.norfolk.gov.uk/highwaysproblem</a>	Medium

6	Distracting moving vehicles	Risk of collision between vehicles or with pedestrians	Pedestrians and vehicle users	<p>Signs to be placed only in approved location sites.</p> <p>When fitting signs volunteers are not to make hand signals to drivers of vehicles.</p> <p>Volunteers must not attempt to stop or direct traffic.</p> <p>If a confrontation occurs volunteers to stop fitting the sign and if necessary, call 999. The Parish Clerk must be notified of any incident.</p>	Medium.
7	Personal injury whilst installing or removing the sign	Risk of personal injury	Volunteers	<p>Only those who have received a copy of the risk assessment to carry out sign installation.</p> <p>All volunteers to follow the recommended manual handling guidelines set out by Health &amp; Safety Executive. Full information can be found at <a href="https://www.hse.gov.uk/msd/manual-handling/index.htm">https://www.hse.gov.uk/msd/manual-handling/index.htm</a></p> <p>No-one with a medical or physical condition, which may be worsened by heavy lifting, to install or maintain SAM2 which involves lifting heavy equipment and stretching.</p> <p>Volunteers should assure themselves they are comfortable lifting the SAM2 and battery before they attempt to do so in the highway.</p> <p>Two volunteers to be in attendance where a sign is to be installed at a high level requiring the use of steps.</p> <p>All volunteers to follow the installation guidance issued by Westcotec and line with the manufacturer's instructions.</p> <p>All installations must be carried out by persons over the age of 18 years.</p> <p>Battery charging must be carried out in accordance with manufacturer's instructions.</p> <p>The battery charger will be PAT tested every two years.</p> <p>Training from Westcotec is available on request.</p>	Medium