

Sporle with Palgrave Parish Council

SAM2 Sign Management Policy and Risk Assessment

Adopted 6th April 2024

Aim This document is intended to guide Sporle with Palgrave Parish Councillors in their role as custodians and operators of the speed monitoring and data recording equipment (SAM2). It serves as an immediate speed awareness sign for motorists. Data is also collected and will be analysed and used to highlight and quantify excess speed, to inform the community and to add weight and justify any requests to the Police for speed limit safety enforcement activity.

Operation The conditions for use imposed by the County Council include a maximum period in one site/direction of 4 weeks and that site/direction may not be used again for 8 weeks. Battery charge life is usually sufficient for 4 weeks whilst new and will diminish to about 3 weeks as the battery nears the end of its life. If when analysing the data it is apparent that a battery is discharged before 3 weeks then it should be notified to the clerk along with its serial number. If at any time the battery becomes excessively hot when charging it should be switched off and the clerk notified to seek further manufacturer advice. The expected life of the batteries is 4 years and replacement should be factored into the financial budget.

	Event	Consequence	Affected	Management controls	Assessment
1	Equipment siting could be in a hazardous location	Equipment, vehicles or members of the public are endangered	Equipment and members of the Public	SAM2 only to be sited in locations identified and agreed with Norfolk County Councils Highways as per the Memorandum of Understanding	Tolerable No further action needed
2	Collision with moving vehicles	People injured whilst installing/ removing the equipment	Volunteers handling the SAM2 and road users.	All volunteers to wear high visibility vest/ jackets when on the roadside. Signs only to be fixed or moved in daylight hours. All approved sites are within the 30 mph zones. All volunteers to exercise situational awareness.	Tolerable No further action needed
3	Distracting moving vehicles	Risk of collision between vehicles or with pedestrians	Pedestrians and vehicle users	SAM2 only to be deployed in approved sites. When fitting signs volunteers are not to make hand signals or gestures to drivers of vehicles nor attempt to stop or direct traffic.	Tolerable No further action needed

	Event	Consequence	Affected	Management controls	Assessment
4	Confrontation by the public	Risk to wellbeing and reputation	Volunteers and public	If confrontation occurs volunteers to stop activity, do not engage in the confrontation and if safety is at risk call 999. Consult with the clerk/chairman and report incident to the Police via police website if deemed appropriate.	Tolerable The Parish Clerk must be notified of any incidents
5	Personal injury whilst installing, operating or removing the sign	Risk of personal injury	Volunteers	All volunteers to follow the installation guidance and manufacturer training issued by the Parish Clerk in line with the manufacturer's instructions. Only those who have received a copy of the risk assessment to carry out sign installation. All installation must be carried out by persons over the age of 18 years. Battery charging must be carried out in accordance with the manufacturer's instructions. Basic manual handling techniques should be used when handling the sign (sound footing and weight distribution, not over-reaching and keeping the sign close to the body rather than using extended reach and turn rather than twist the body). Should difficulty be experienced then stop and seek assistance/advice.	Tolerable No further action needed
6	Data Protection	GDPR breach	Road users	The data captured is anonymous, only number of vehicles, speed and rate/time is recorded for analysis.	Tolerable No further action needed
7	Security of equipment	Loss or damage of the sign	Parish Council	Secure padlock to be used with approved brackets. SAM2 equipment to be insured.	Tolerable No further action needed

Attached signature sheet to be signed by Councillors as copy issued.

A copy of the SAM2 Sign Management Policy and Risk Assessment Policy has been received and I agree to abide by the conditions contained within. Only Councillors and volunteers who have been issued a risk assessment may work on the SAM 2 as volunteers:

Councillor	Signature	Dated: