

# Langley with Hardley Parish Council

## SAM2 Risk Assessment and Management Policy

Document Control		
Adopted date	02 July 2019	Minute reference: 2019/07.19.11
Next review date	May 2020	Minute reference: TBC

	What are the hazards?	Consequence	Who might be harmed?	Management of Risk	Residual risk and further measures
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 and Westcotec.  All new sites must be agreed with Norfolk County Council.	Tolerable. No further action needed.
2	Parking space for volunteer 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.	Tolerable. No further action needed.
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 only to be fixed or moved in daylight hours.	Tolerable. No further action needed.
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 posts identified by Norfolk County Council in such a manner as to not impede footpaths.	Tolerable. No further action needed.
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.	Tolerable. No further action needed.

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 confrontation occurs volunteers to stop fitting the sign and if necessary, call 999. The Parish Clerk must be notified of any incident.</p>	Tolerable. No further action needed.
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="http://www.hse.gov.uk/toolbox/manual.htm">http://www.hse.gov.uk/toolbox/manual.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>All volunteers to follow the installation guidance issued by the Parish Clerk in line with 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>	Tolerable. No further action needed.