

## Document Control

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Next review date: July 2027

## Caistor St Edmund and Bixley Parish Council

### Risk Assessment – Speed Awareness Machine/Speed Indicator Device

**Activity:** Installation, removal, and operation of the Parish Council Speed Awareness Machine (SAM)/Speed Indicator Device (SID)

#### Persons at Risk

- Parish Councillors
- Volunteers
- Members of the public
- Road users

#### Risk Assessment

- 1. Hazard:** Working near moving traffic  
**Risk:** Injury from passing vehicles  
**Control measures:** Work only from the footway or verge. Never enter the carriageway. Wear high-visibility clothing.  
**Residual Risk:** Low
- 2. Hazard:** Manual handling of SAM/SID and battery  
**Risk:** Strains or sprains  
**Control measures:** Assess the weight before lifting. Use correct lifting techniques. Two-person lift where necessary.  
**Residual Risk:** Low
- 3. Hazard:** Slips, trips, and falls  
**Risk:** Minor injury  
**Control measures:** Wear suitable footwear. Take care on uneven or wet ground. Keep equipment tidy.  
**Residual Risk:** Low
- 4. Hazard:** Working at height when fitting the SAM/SID  
**Risk:** Falls  
**Control measures:** Use a suitable step stool if required. Do not overreach. Ensure the SAM/SID is securely fixed before releasing it.  
**Residual Risk:** Low
- 5. Hazard:** Adverse weather  
**Risk:** Increased risk of slips or poor visibility  
**Control measures:** Do not undertake work during high winds, ice, heavy rain, or poor visibility. Rearrange the work if conditions are unsafe.

**Residual Risk:** Low

**6. Hazard:** Battery charging and electrical equipment

**Risk:** Electric shock or fire

**Control measures:** Use only the manufacturer's charger. Check cables before use. Charge batteries indoors in a dry, well-ventilated location.

**Residual Risk:** Low

**7. Hazard:** Damaged or defective equipment

**Risk:** Injury or equipment failure

**Control measures:** Inspect the SAM/SID, brackets, and battery before use. Remove damaged equipment from service and report faults.

**Residual Risk:** Low

## **Personal Protective Equipment (PPE)**

- High-visibility vest or jacket.
- Suitable footwear with good grip.
- Work gloves (recommended).

## **Safe Working Procedure**

- Park vehicles safely and legally.
- Wear appropriate PPE.
- Install and remove the SAM/SID from the footway or verge only.
- Do not step into the carriageway.
- Check all brackets and fixings are secure before leaving the site.
- Report any defects, accidents or near misses to the Parish Clerk.

## **Emergency Procedure**

- Stop work immediately if conditions become unsafe.
- Call **999** if emergency assistance is required.
- Make the area safe only if it is safe to do so.
- Report all incidents to the Parish Clerk for recording.

## **Further Controls**

- Volunteers should receive basic instruction on safe lifting and the correct installation of the SAM/SID.
- The equipment should be inspected regularly and maintained in accordance with the manufacturer's guidance.
- This assessment should be reviewed annually or following any accident, incident, or significant change to the activity.