

Wicklewood SAM2 Road Sign Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?
Risk of collision with moving vehicles	Persons could suffer injury or death. <ul style="list-style-type: none"> • Volunteer/Councillor handling the SAM equipment. • Pedestrians. • Persons in the vehicle. • Other road users. 	<ul style="list-style-type: none"> • All volunteers to wear high visibility vest/jacket when on roadside. • Signs only to be fixed or moved in daylight hours. • Signs are only to be placed in locations as identified and agreed with Norfolk County Council's Highways as per the Memorandum of Understanding. • All approved locations are within the 30 mph zones. • All volunteers to exercise situational awareness. 	No further action needed. Clerk must be notified of any incidents.	Volunteer/councillor moving the sign	Monthly site move
Drivers may be distracted	Persons could suffer injury or death. <ul style="list-style-type: none"> • Volunteer/Councillor handling the SAM equipment. • Pedestrians. • Persons in the vehicle. • Other road users. 	<ul style="list-style-type: none"> • Sign only to be deployed in approved sites. • Volunteers are not to make hand signals or gestures to drivers. • Volunteers are not to attempt to stop or direct traffic. 	No further action needed. Clerk must be notified of any incidents.	Volunteer/councillor moving the sign	Monthly site move
Confrontation by the public	Risk of assault or risk to wellbeing and reputation. <ul style="list-style-type: none"> • Volunteer/Councillor handling the SAM equipment. • Public. 	<ul style="list-style-type: none"> • If confrontation occurs, volunteers will stop activity and not engage in confrontation. • If safety were at risk, would ring 999. • Consult with Clerk and Chairman. 	No further action needed. Clerk must be notified of any incidents.	Volunteer/councillor moving the sign	Monthly inspection
Risk of personal injury while installing, operating or removing sign	Persons could suffer injuries such as fractures or bruising if they fall. <ul style="list-style-type: none"> • Volunteer/Councillor handling the SAM equipment. 	<ul style="list-style-type: none"> • All volunteers/councillors must follow the installation guidance and manufacturer training. • Only those who have received a copy of the risk assessment to carry out sign installation. • All installation to be carried out by persons over 18 yrs. • Battery charging and handling 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 to avoid stretching and twisting). • No steps or ladders to be used. • Wearing appropriate clothing, footwear and gloves for the task. • Avoid installing, operating or removing sign during bad weather i.e., high wind, heavy rain, fog, frost, ice, snow, etc. 	No further action needed. Clerk must be notified of any incidents.	Volunteer/councillor moving the sign	Monthly inspection

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Data Protection breach	Risk to council's reputation.	The data captured is anonymous, only number of vehicles, speed and rate/time is captured.	No further action needed.		
Theft of equipment	Loss or damage to sign.	<ul style="list-style-type: none">• Secure padlock is used with the approved brackets.• SAM2 equipment to be insured.	No further action needed.		

Assessment approved 3rd September 2023 Next review Sept 2025