

Marlingford & Colton Parish Council SAM2 sign Management Policy and Risk Assessment

This document is intended to guide Marlingford & Colton Parish Councillors in their role as custodians of Speed Monitoring and recording equipment. This policy applies only to the SAM2 sign purchased from Westcotec and operated by Marlingford & Colton Parish Council and is not applicable beyond this, such as other equipment not purchased by the Parish Council or on private land.

	Hazardous Event	Consequence	Affected	Management controls	Residual risk and further measures
1	Equipment is sited on a dangerous site	Equipment, vehicles or members of the public are endangered	Equipment and members of the Public	Trained Norfolk County Council officers to identify sites to be used. No sites to be used unless formally identified by Norfolk County Council	Tolerable No Further Action needed
2	Collision with moving vehicles	People are injured whilst installing the equipment	Volunteers	All sites will be within 30 mph zones. All volunteers to be advised to maintain a safe distance from traffic 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
3	Distracting moving vehicles	Risk of collision between vehicles or with pedestrians	Pedestrians and vehicle users	Signs to be placed only at identified sites. When fitting signs volunteers are not to make hand signals or gestures to drivers of vehicles. Volunteers must not attempt to stop or direct traffic. If confrontation occurs volunteers to stop fitting the sign and if necessary	Tolerable. No further action needed

				call 999. The Parish Clerk must be notified of any incident.	
4	Personal injury whilst installing or removing the sign	Risk of personal injury	Volunteers	All volunteers to follow the installation guidance 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. Training from the manufacturer is available on request.	Tolerable. No further action needed

This document was reviewed by the clerk, Maria Hutson

This document was reviewed by Marlingford & Colton Parish Council at its meeting on 8th July 2025