

Document Control

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Next review date: June 2027



Framingham Earl Parish Council

Risk Assessment – Speed Awareness Machine

Activity: Installation, removal and operation of the Parish Council Speed Awareness Machine (SAM)

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 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
Risk: Falls
Control measures: Use a suitable step stool if required. Do not overreach. Ensure the SAM 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, 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 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.
- 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.