

Wormegay Parish Council

Risk Assessment

SAM2 Sign Management Policy and Risk Assessment

Adopted Jan 2025

Review Jan 2026

	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	All sites used to be agreed in advance. All new sites be agreed by Highways.	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 wear high visibility jackets at all times. Signs only to be fixed or moved in daylight hours.	Tolerable No Further Action needed
3	Obstruction of Footpath	Risk of injury to pedestrians forced to walk in the road to avoid sign	Public	Sign must be fixed to posts as agreed in 1, in such a manner as to not impede footpaths.	Tolerable. No further action needed
4	Distracting moving vehicles	Risk of collision between vehicles or with pedestrians	Pedestrians and vehicle users	Signs to be placed only in 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.	Tolerable. No further action needed

				<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>	
5	<p>Personal injury whilst installing or removing the sign or charging the battery</p>	<p>Risk of personal injury</p>	<p>Volunteers</p>	<p>All volunteers to follow the installation guidance issued by manufacturer (attached). Only those who have received a copy of the risk assessment to carry out sign installation.</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 the manufacturer's instructions.</p> <p>Training from the manufacturer is available on request.</p>	<p>Tolerable. No further action needed</p>

Installing a Portable



Begin by making sure that a small clip is found on the tamtorque fixing



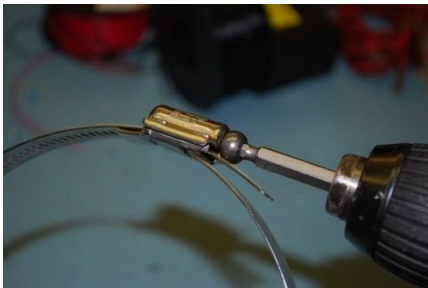
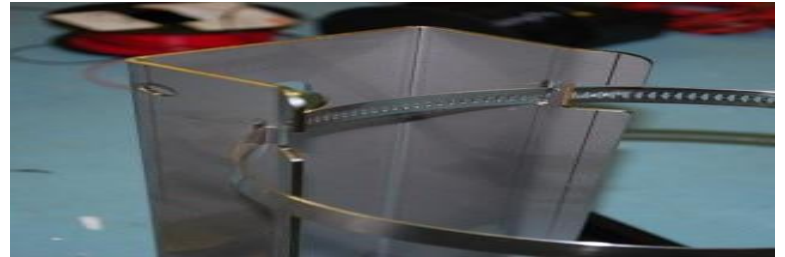
Slide the tamtorque through the two gaps in the bracket and then around the post to which the sign is being fixed onto



Make sure that the bracket is installed with the keyhole cut outs as shown facing outwards; the larger part of the keyhole towards the top with the smaller towards the bottom.



Push the end underneath the tamtorque mechanism as shown on the left



While pushing the fixing in this position, pick up the drill with the tamtorque bit and screw clockwise into the hole as shown on the left. This should then start to tighten around the post.



Before fully tightening the Tamtorque, put the small clip over the spare end to keep it tidy



Carefully lift the sign on the bracket. The sign has two nuts that fit into the keyholes on the bracket. Once inside the keyhole, slide the sign down into the smaller part of the hole. When this is completed, the sign will be securely in place.



Open the sign and place the battery inside. The sign is now installed and ready for operation.

Secure both bracket and sign with padlocks.