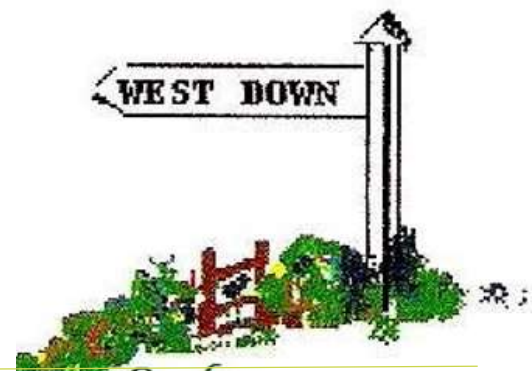


WEST DOWN PARISH COUNCIL

Risk Assessment Speed Sign Movement & Battery replacement.



1. Risk Assessment Overview

Prior to commissioning any new equipment or carrying out an operation with possible risk then a risk assessment should be undertaken.

The risk assessment form below should be completed and submitted to West Down Parish Council for review and approval.

Use the Risk Rating Matrix in section 3 to determine the risk rating.

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2. Risk Assessment Form

TEAM MEMBERS	
Name	Title
Richard Kenshole	Councillor
Tony Verney	Councillor
Mike Reeves	Chairman of West Down Parish Council
Date of Assessment	23 April 26
RISK DESCRIPTION	
Hazard Item/Equipment	LED speed sign and lead acid battery
Hazard Areas	Three road positions, (1) Ilfracombe Rd by Parish Hall car park entrance, (2) Dean Lane in gateway inside the 30 mph limit sign, (3) Top of Stang Lane opposite primary school.
Hazard details	<p>The sign is mounted on a pole via a bracket system. The battery is internal and has to be replaced at set intervals. The sign is transported between three village sites on a regular basis.</p> <p>The sign is above head height so a step ladder is required. Given the sign is locked to the pole and the sign battery compartment is also locked, it is difficult for one person to complete tasks without risk. Ladder use requires three points of contact when ever possible so replacing the battery or moving the sign is a two man operation.</p> <p>Ladder use risks include:</p> <ul style="list-style-type: none"> • Falling from a height, possibly into the highway. • Dropping the battery or sign causing damage to equipment or personnel in the vicinity and possible acid spillage. • Ladder is placed on the highway so a risk of traffic hitting the ladder or personnel. <p>Equipment, bollards and PPE requirement:</p> <p>Minimum of one ladder suitable for all the terrain around each pole location.</p> <p>Bollards on the highway when working on the sign placed to provide adequate working area.</p> <p>High Visible jackets to be worn by all personnel working on or around the sign, gloves maybe required during cold periods.</p> <p>WORK ON SPEED SIGN TO ONLY BE CARRIED OUT IN DAYLIGHT HOURS</p>
Who would be harmed	All operators working on the speed sign.
RISK ASSESSMENT	
Severity of Risk	4
Probability of occurrence	3

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Risk Rating	12		
Priority	Immediate Action Required		
Action Required	Control Measures Req'd		
IMPLEMENTATION			
Action description	Responsible Person	Deadline	Notes
Signage / Bollards	Tony Verney	End April 26	Three bollards minimum on the highway for agreed working area.
Training	Tony Verney	End Feb 26	Training on battery replacement and sign movements carried out.
Equipment	Tony Verney	End Apr 26	Suitable step ladder for all sign movements and battery changes.
MONITORING			
Action description	Responsible Person	Review period	Notes
To be monitored on a regular basis By other Councillors	Mike Reeves	Monthly	Confirm risks are low for all actions on the sign.
PPE			
Action description	Responsible Person	Deadline	Notes
Hi Vis jackets for all operators	Tony Verney	End Feb 26	Jackets purchased and worn
Gloves			To be provided by the operator.
POST IMPLEMENTATION RISK ASSESSMENT			
Severity of Risk	4		
Probability of occurrence	1		
Risk Rating	4		

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3. Risk Rating Matrix

$$(\text{Probability}) \times (\text{Severity}) = \text{Risk Rating (RR)}$$

SEVERITY	PROBABILITY			
	4 Very Probable	3 Probable	2 Possible	1 Remote
4 Fatality	16	12	8	4
3 Severe Injuries	12	9	6	3
2 Serious Injuries	8	6	4	2
1 Minor Injuries	4	3	2	1

Risk Rating	Priority	Action Required
Low = 1 - 3	Non-Urgent	No Action Needed No Additional Controls
Medium = 4 - 6	Action Needed	Monitoring Required Assessment Recorded Controls Required as soon as practical
High = 7 - 11	Action Needed Urgently	Controls Required Controls Documented Assessment Recorded
Very High = 12 - 16	Immediate Urgent Action Required	Work Prohibited / Ceased Controls Required Immediately Assessment Recorded Controls Documented Work Stoppage Documented