

Risk Assessment – Installation & Site Rotation of Vehicle Activated Sign (VAS)

Company name: Willand Parish Council

Assessment carried out by: Councillor Major

VAS activities carried out by: WPC Highways Group & Volunteers (WPC HG / V).

Location: 2 sites along Silver Street / B3181 – Willand.

Date assessment was carried out: 15/11/2022

Date of next review: 15/05/2023

Probability & Target											
Level	Score	Level	Score	Level	Score	Level	Score	Level	Score	Level	Score
CLOSED	0	VL (<5%)	1	L (5-25%)	2	M (25-75%)	3	H (75-90%)	4	VH (>90%)	5

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Current		What further action do you need to take to control the risks?	Target		Who needs to carry out the action?	When is the action needed by?	Done
			Probability	Score		Probability	Score			
Manual Handling of VAS equipment at 3m height	WPC HG / V – Falling off ladder.	WPC HG trained and experienced in manual handling.	L (5-25%)	2	This is at least a 2-person task and should not be carried out alone. WPC HG to carry out online ladder safety course.	VL (<5%)	1	Clerk / WPC HG.	Expenditure to be approved before commencing.	

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			Probability	Score		Probability	Score			
Manual Handling of VAS equipment at 3m height	WPC HG / V - Muscular injury.	WPC HG / V trained and experienced in manual handling.	L (5-25%)	2	This is at least a 2-person task and should not be carried out alone.	VL (<5%)	1	WPC HG.	Ongoing awareness / training as required.	
Parking for WPC HG / V vehicles	WPC HG / V vehicles hit / injured when stationary.	WPC HG / V to identify safe parking place for all stakeholders. WPC HG attended "Signing / Lighting & Guarding course / training"	M (25-75%)	3	Minimise the number of vehicles at the VAS site. Minimise the amount of time spent at the VAS site. Park safely / defensively.	L (5-25%)	2	One member of the WPC HG requires "Signing / Lighting & Guarding course / training".	When the WPC HG can be available to attend one of the sessions.	

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Proximity of traffic to WPC HG / V vehicles	WPC HG / V and road / foot path users could get injured by traffic.	WPC HG attended "Signing / Lighting & Guarding course / training" Appropriate PPE worn.	M (25-75%)	3	This is at least a 2-person task and should not be carried out alone. Tasks not to be carried out if visibility is poor.	L (5-25%)	2	WPC HG / V. One member of the WPC HG requires "Signing / Lighting & Guarding course / training".	Ongoing awareness / training as required. When the WPC HG can be available to attend one of the sessions.	
Safe use of tools by WPC HG / V	WPC HG / V and public by mishandling of tools.	Only use appropriate tools for the job.	VL (<5%)	1	Make sure WPC HG / V are proficient in the use of the tools required.	VL (<5%)	1	WPC HG / V.	Before their first involvement with the VAS	Yes – Current WPC HG / V
Changing of VAS battery by WPC HG / V	WPC HG / V - Muscular injury. - Falling off ladder.	WPC HG / V trained and experienced in manual handling.	L (5-25%)	2	This is at least a 2-person task and should not be carried out alone.	VL (<5%)	1	Clerk / WPC HG.	Expenditure to be approved before commencing.	

