

**Risk Assessment for installation and use of MVAS units (Parish Council Staff, Contractors and Councillors)**

**RISK ASSESSMENT MATRIX**

**Risk = Hazard Severity(A) x Likelihood of occurrence(B) (Probability)**

**(A) Hazard Severity** Should be assessed on a scale of 1 - 5:

1. Low (minor injury to one individual)
2. Slight (injury or disease capable of keeping one person off work 3 or more days)
3. Moderate (injury or disease capable of keeping more than one person off work for 3 or more days)
4. High (death to an individual)
5. Very High (multiple deaths)

**(B) Likelihood of occurrence (probability)** Should be assessed on a scale of 1- 5:

1. Not likely (an injury may occur less than once in a working year, doing this activity every day)
2. Possible (an injury may occur once in a working year, doing this activity every day)
3. Occasional (an injury is likely to occur 2 or 3 times in a working year, doing this activity every day)
4. Common (an injury is likely to occur more than 3 times in a working year, doing this activity every day)
5. Likely (an injury is probably going to occur)

Use the Risk Equation above to determine the level of **Risk**. This ranges from 1 (low severity and unlikely), to 25, (just waiting to happen with widespread and dangerous results). Use the equation above to determine a **risk factor** ranging from 1 (no severity and unlikely to happen) to 25 (just waiting to happen, with disastrous and widespread results). To make equation work effectively, 'likelihood' and 'severity' must be judged independently.

**Judgement of Risk Factors**

1-3 Low, improve when possible; 4-9 Medium risk factor, improve as soon as possible; 10+ Deal with the risk before you start the task, preferably before anyone else arrives on site. A risk factor of 10+ is unacceptable. If it cannot be reduced, do not carry out the task.

<b>Activity: Installation and rotation of MVAS (Mobile Speed Control) units by village Wardens and contractors</b>				<b>Name of assessor: Claire Littlewood</b>	
<b>Site location: Various - Melbourn Village</b>				<b>Date of assessment:</b>	
Description of hazard	Severity of hazard (A), score 1 – 5	Probability of harm (B), score 1 – 5	Risk factor (A x B)	Action required	Notes
<p><b>Wardens and contractors should always assess the area before carrying out work on the roadside.</b></p> <p><b>Wardens and contractors should wear high viz at all times when working on the roadside.</b></p>					

<p><b>Wardens and contractors must not work alone when moving the MVAS unit or changing the batteries.</b>  <b>Wardens and contractors must assess the area before working at height to ensure that the ladder/platform is on a flat, stable surface.</b>  <b>Working at height must ALWAYS be carried out in pairs so that onaprie person can remain on ground level to assess any risk from traffic and also to ensure stability of the ladder/platform.</b>  <b>Wardens and contractors should inform the parish office that they will be moving or monitoring the MVAS units in advance.</b>  <b>Wardens and contractors must have a phone with them at all times when carrying out their daily duties.</b>  <b>Staff or Councillors downloading data from the MVAS unit must ensure they assess risk before working on the roadside.</b></p>					
<p>Fitting brackets for attaching the MVAS units :</p> <p>Working up ladders – falling injuries</p>	3	2	6	<p>Ensure that any activity involving working with ladders is not carried out alone. At least two people must be present to ensure the stability of the equipment and safety of the person carrying out the work.</p>	<p>It is necessary for brackets to be attached to pre-designated lamp posts. The brackets are attached using jubilee clips and should be placed at least 8 feet from the ground.</p> <p>It will be necessary for the Wardens and contractors to use a ladder/platform to carry out this work. Appropriate equipment for working at height must be used.</p> <p>Wardens and contractors should check the equipment before use and MUST work in pairs to ensure there is someone to maintain stability of the equipment and safety of the person working at height.</p>
<p>Working on the roadside – Moving traffic injuries</p>	3	2	6	<p>The pre-designated lamp posts are located on the public highway. It is essential that care is taken to ensure individuals are not at risk of falling into the road or being hit by vehicles when working close to the highway.</p>	<p>Wardens and contractors must ensure they have enough room on the roadside to work safety. If necessary, cones should be put in place to provide additional working area.</p> <p>The Wardens and contractors should ensure that the ladder/platform is place on the verge or footpath at a safe distance from the road. The ladder/platform should be placed on a flat surface to avoid instability.</p> <p>One warden should always remain on the ground to ensure the ladder/platform is stable and that the warden working at height is not at risk. Ground-based warden or contractor to be vigilant to traffic hazards</p> <p>Wardens and contractors MUST wear high viz clothing at all times when working on the roadside.</p>
<p>Heavy lifting</p>	2	2	4	<p>Ensure the batteries are removed from the MVAS unit</p>	<p>Wardens and contractors to work in pairs to ensure that the ladder/platform is stable when the MVAS unit is</p>

				<p>before lifting. Ensure the ladder/platform is stable before attempting to move the MVAS unit.</p>	<p>moved. The unit without the batteries is relatively light but should be lifted with care keeping back straight and using legs.</p> <p>Particular care should be taken when lifting the unit to fix or remove it from lamp post brackets.</p>
Routine maintenance and changing batteries	2	2	4	<p>The rechargeable batteries should be checked at least weekly. When the batteries need recharging, they should be removed and replaced with the spare batteries.</p>	<p>Wardens and contractors should assess the area before carrying out work on the road side. If necessary cones should be placed to provide additional working area.</p> <p>Wardens and contractors should ensure they work in pairs as the batteries will need to be removed using a ladder/platform.</p> <p>The batteries should be removed by one warden whilst the other remains on the ground to ensure stability of the ladder/platform.</p> <p>The batteries should be transported to the workshop for recharging. The batteries <b>MUST</b> be removed before the unit is moved to the next location.</p>
Downloading data from the MVAS unit (Parish Council Staff / Councillors / volunteers)	2	2	4	<p>Data is downloaded from the MVAS unit via Bluetooth or wired connection to a laptop.</p>	<p>If there is a need to physically connect the unit, this should be carried out using the safety ladder.</p> <p>The Wardens, contractors and office staff should ensure that the ladder/platform is place on the verge or footpath at a safe distance from the road. The ladder/platform should be placed on a flat surface to avoid instability.</p> <p>One warden should always remain on the ground to ensure the ladder/platform is stable and that the person downloading the data is not at risk. Ground-based warden or contractor to be vigilant to traffic hazards</p> <p>Wardens and contractors <b>MUST</b> wear high viz clothing at all times when working on the roadside.</p>

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting:

*Review every 12 months*

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