

# HADLOW DOWN PARISH COUNCIL

## Speed Indicator Device (SID) – Changing Locations – Hazards & Procedures

The purpose of this form is not to discharge the Parish Council's responsibility for your safety but, as duty of care, to highlight the potential risks and recommended procedure for removing & erecting the speed sign.

It should be noted the Parish Council hold liability insurance for its members and public volunteers.

### Hazards:

- The rechargeable batteries (x2 and weighing approximately 1kg each) can be awkward to remove/install whilst working at height.
- The speed sign is heavy and unwieldy.
- Uneven ground conditions, including sloping pavements, affect ladder stability.
- Passing pedestrians – avoid pedestrians having to pass by on the road if the ladder is temporarily blocking the pavement.
- Adjacent road and passing vehicles – in particular large lorries can cause buffeting.
- Windy, wet and icy conditions, especially when gusting, may cause instability and reduce the grip.

### Procedure (Removal and erection of the Sign):

1. Before use, check the ladder for any damage, missing parts or other deterioration. If there are any concerns the ladder should not be used.
2. Ensure the ladder is positioned on reasonably level ground and located directly below the speed sign so there will be no need to reach out beyond the footprint of the ladder.
3. Ideally, when a ladder is being used a second person should 'foot' the ladder.
4. Whilst climbing the ladder, three points of contact should be maintained at all times.
5. When at the appropriate height, the steadiness of the ladder should be checked before work commences on the speed sign.
6. Batteries should be removed before the sign itself is removed or erected.
7. The sign should only be lifted from its mounts after removing the padlock and ensuring the sign can be lowered safely to the ground, preferably by passing to a second person standing beside the ladder.

### Precautions:

1. High visibility clothing should be worn and consideration given to wearing a hard hat.
2. The council recommends the above procedures are undertaken as a two-person operation.
3. If possible, these tasks should not be undertaken during inclement weather conditions, the hours of darkness or when there is poor visibility.

**I am signing to confirm I have read and understood the information on this form.**

**Name:**

**Signature:**

**Date:**